

(Includes Students, Grads, Work Study, Temps, Lecturers)

## Instructions to Complete the Form

### Hiring Department

#### Type of Hire:

Student (RS, WS, ZS)

Graduate Assistant  
(GA, GTA, GRA, ZG)

Temporary (U3, U4, U5, U6, U7, U8, U9, U10) Lecturer (LP)

#### Employee Information:

First Name:

Middle Name or Initial: (optional)

Last Name:

WSUID: (if available)

Email: Non-WSU email

Yes t USCitizen

Personal Phone Number:

#### Position Information

OrgNumber:

• ] Œ First Day of Work:

End Date: (All Temps, Lecturers, and Grads)