



**KEAN UNIVERSITY**  
**STUDENT ASSISTANT AUTHORIZATION TO HIRE FORM**

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Personal Information

ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_ MI \_\_\_\_\_  
Street Address \_\_\_\_\_ Apt \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Gender            Male            Female            Non-Binary            I do not wish to answer  
Ethnicity/Race    American Indian/Alaska Native            Asian            Black/African American  
                         Caucasian            Hispanic/Latino/Spanish            Native Hawaiian/Pacific Islander  
Student Assistant (please sign) \_\_\_\_\_ Date \_\_\_\_\_

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Department Information

Department Name \_\_\_\_\_  
Fund \_\_\_\_\_ Cost Center \_\_\_\_\_ Object Code \_\_\_\_\_  
Contact Person (please print) \_\_\_\_\_  
Department Extension & E-Mail \_\_\_\_\_  
Department Director (please print) \_\_\_\_\_  
Department Director (please sign) \_\_\_\_\_ Date \_\_\_\_\_

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Employment Information

Requested Date of Hire \_\_\_\_\_ \*Proposed Hourly Rate \_\_\_\_\_  
Approved Date of Hire (HR) \_\_\_\_\_ Approved Hourly Rate (HR) \_\_\_\_\_

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Signatures (All signatures are required for processing)

Budget Director \_\_\_\_\_ Date \_\_\_\_\_  
Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_

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**Please submit this form to the Office of Human Resources with the Budget Director's signature (or email approval) a minimum of four weeks (two pay periods) prior to the requested date of hire unless otherwise specified.**

**\*A detailed job description that outlines the responsibilities of the student must be included in order to determine the rate of pay; otherwise, the student will receive the current minimum rate.**

**Students must complete and submit all required documents (W4 Form, I-9 Form, Application, ID and Social Security Card) to HR. International students must submit work authorization documentation. Students must not begin working until approved by from Human Resources, or risk termination.**