

**STUDENT
Rate Sheet**

Action New Employee Re-appointment Additional Position/Assignment Merit Raise *(evaluation form required)*

Name _____

Andrews ID # _____

Effective Start Date _____

End Date _____ *(OPTIONAL—dept must still ensure no longer on timeclock)*

Department _____

Job Title _____

Hours Per Week

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Recommended Level* _____

Recommended Rate* \$ _____

Clock # _____ *(see [Clock List](#))*

**For guidelines on grade level and wage rate, please see [Student Wage Scale](#)
Please attach brief job description if rate is above the max of level C*

Fund					

Org			

Account			

Program	

Activity					

----- **APPROVAL** *(signature)* -----

Department Head/Supervisor _____ ID # _____ Date _____

Human Resources Use Only

I-9 Received Date _____ If not US Citizen/PR, visa expire _____ Employee Class ZR Position # _____

TMST _____ Entered in Banner _____ Date _____

HR Approval _____

Date _____

TO SUBMIT TO EMPLOYMENT AS AN EMAIL ATTACHMENT

NOTE: This form must be opened and submitted using [Adobe Acrobat Reader](#).
If an email window **DOES NOT** open after potentially replying to popup messages, you may be missing required software or settings.
If you have any problem, please contact your technical support person.