

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

School of Music

2136 Music Building
1114 West Nevada Street
Urbana, IL 61801



Hiring Request Form for Student/Grad/Academic Hourly & Extra Help Non-Clerical

Please submit completed form to the School of Music HR Office, 3034 Music Building, at least 2 weeks prior to the job begin date. The HR office will contact the employee about new hire procedures as needed.

Under no circumstances may a NEW HIRE employee be permitted to begin working until he/she has completed a Form I-9 with the SoM HR office.

As required by federal law, Section 1 (employee section) must be completed and signed prior to the employee's first day of employment. The employee must provide original, unexpired documentation in order to establish identity and employment eligibility (no photocopies).

Employee Section

Full Legal Name (*as listed on Social Security Card or passport*)

Last: _____ First: _____ Middle: _____

Email: _____ Phone: _____

University ID number (UIN): _____ Date of Birth: (MM/DD/YY) _____

U.S. Citizen or Permanent Resident? Yes No

Visa Status (if applicable): _____ Visa Status End Date: _____

Employee Group: Academic Hourly Graduate Hourly Undergraduate Hourly Extra Help Non-Clerical

Not sure which one you are? Contact HR at somhrteam@illinois.edu

Supervisor Section

Job Start Date: _____ (*Exact start date—not an estimate*)

Job End Date: _____ (*Common practice is semester-by-semester or academic year*)

Hourly Rate of Pay: (*Minimum \$8.25*) _____ Supervisor: _____

Use Discretionary Funds? Yes No Funding Source Name: _____

Job Description: (*Academic Hourly positions require completion of the Academic Hourly Job Description form in addition to the Hiring Request Form.*)

Director's Approval:

Professor Jeffrey Magee

Date

Business Office Accounting Approval:

Source of Funds: (please circle State Account or provide another FOAP)

State Account Other 1 - _____ - _____ - xxxxxx - _____ - _____

Approver Initials