

SAMPLE FALL 2025 GPA HR Hiring Form

*This form is for hiring only – once employed, personnel changes should be submitted via Manager Self Service (MSS)



KENNESAW STATE
UNIVERSITY

Student Employment Hiring Form (SEHF)

Please complete all required fields (*). If you do not know the applicable "Empl ID" or "Position #", you may find it by performing a search at the following link: [Position Inquiry Report](#)

*Student Name: _____

*Student Email: _____

*KSU NetID: _____ *KSU ID #: _____

*Home Department: _____

*Employee Type: _____

*Requested Effective Date: _____

(Effective Date will be determined by HR based on paperwork completion and [payroll dates](#))

*Student Phone Number: _____

Handshake #: _____ Position #: _____

*Dept. ID: _____

*Mail Drop: _____

Select Appropriate Campus from Drop Down Menu

*Location: _____

Section A. Position Information

*Reports To Name: _____

*Reports To Position # (from OneUSG): _____

*Time Approver Name: _____

*Time Approver Empl ID# (from OneUSG): _____

*Pay Rate: _____ Hourly (for SA, FWS, SALT)

Monthly Stipend (for GRA, GTA)

You MUST Select A Background Check Option

Start Date: _____ End Date: _____

*Background Checks Needed: None Criminal Credit MVR

(If position has access to children, is a position of trust, or requires after-hours access, pre-employment screening is required.)

Job Code: _____

*Will the student assistant drive a KSU vehicle (including golf carts) for university business as a part of their regularly assigned job duties?

YES NO

You MUST Select One

*Will the student assistant be using power tools for university business as a part of their regularly assigned job duties?

YES NO

*Use this space to provide a brief description of work to be performed:

You MUST Select a Funding Type From Drop Down Menu Section B. Position Funding

*Select Funding Type: _____

Combo Code

% of Pay

If "Split Funded" or "Other Funded" is selected, please list applicable Combo Codes and the corresponding value for percent of pay.

Section C. Approvals

*Hiring Manager: _____

Signature: _____ Date: _____

*Dept. Manager: _____

Signature: _____ Date: _____

Business Manager: _____

Signature: _____ Date: _____

FWS/Grants(if applicable): _____

Signature: _____ Date: _____

For **Student Assistant**, send completed form to hrstudentemployment@kennesaw.edu.

For **Federal Work Study**, send completed form to fws@kennesaw.edu.

For **GRA/GTA/GPA**, send completed form to gradassistantships@kennesaw.edu.