

# STUDENT EMPLOYMENT LETTER

To: Ronald G. Carter/Teresa C. Wyatt

From:

Date:

We have offered \_\_\_\_\_ a position as a Student Worker in the Chemistry Department. Start date will be \_\_\_\_\_.

She/He will work approximately \_\_\_\_\_ hours per week at a starting rate of pay of \$\_\_\_\_\_ per hour. If applicable, she/he will replace \_\_\_\_\_

Student's Full Legal Name: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

Student's UIN: \_\_\_\_\_

Does Student have a Social Security Number? Yes \_\_\_\_\_ No \_\_\_\_\_

Is Student Registered for TAMU Classes? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Audio Visual/Multi Media

\_\_\_\_\_ Organic Stockroom

\_\_\_\_\_ Clerical/Accounting

\_\_\_\_\_ Research Stockroom

\_\_\_\_\_ Computer

\_\_\_\_\_ Security

\_\_\_\_\_ FYP Stockroom

\_\_\_\_\_ Other (explain) \_\_\_\_\_

Approved/Not Approved

\_\_\_\_\_

Date: \_\_\_\_\_

\*\*request to hire foreign national must be approved prior to effective date of employment.

IMPORTANT: TAMU Payroll Services will not process anyone onto payroll without a background check clearance. Individuals must complete payroll processing before work begins.