



Department of Psychology and Neuroscience

**Hire Request: Student Assistant**

<b>Hiring Faculty Member / Lab:</b>	
<b>Student's Name:</b>	
<b>Student's Home/Primary Department:</b>	
<b>Student's UNC PID (or correct email):</b>	
<b>Graduate or Undergraduate:</b>	
<b>Funding Source (chart field string):</b>	
<b>Hourly Rate of Pay:</b>	
<b>Hours Per Week:</b>	
<b>Expected Start date:</b>	
<b>Expected Job end date (removed from payroll):</b>	
<b>TIM Approver / Supervisor:</b>	
<b>Other relevant information:</b>	
<b>Date of Request:</b>	

Please return to Melanie Egts, HR Specialist: 204 Davie Hall / [melanie.egts@unc.edu](mailto:melanie.egts@unc.edu) 919-962-6135

All students must present a valid photo ID for I-9 processing, direct deposit information and tax forms prior to starting employment. If this is an additional/secondary job the student must provide their social security number to verify the I-9 is indeed current.