



Camden Human Resources
Rutgers University-Camden
311 N. Fifth St.
Armitage Hall, Room B-34
Camden, NJ 08102

http://hr.camden.rutgers.edu
hr.camden@rutgers.edu
p. 856-225-6475
f. 856-225-6489

CLASS 5 (Student Employment) Information Form

All sections and questions must be completed and submitted to Camden Human Resources hr.camden@rutgers.edu PRIOR to the employee's first day of work. Please be advised that I-9s must be completed within the first 3 business days of the employee's first day of work. The employee will be contacted to complete the I-9 if necessary.

For the Student Employee:

Are you currently enrolled at Rutgers University-Camden? Yes No
Are you receiving Federal Work Study funds for the current Academic year? Yes No
Are you currently working with another department on campus? Yes No

Signature of Employee Date

Employee Information:

Employee's Name: Include first, middle initial and last name; as it appears on Identification

Home address:

City: State: Zip Code:

Email Address:

Phone Number: ()

Must be completed by the Department (Employment Information):

Department Org ID: Supervisor:

Location Code: Hourly Wage:

Start Date: (FWS pay ranges \$11.00, \$12.90, \$15.40)

Is this assignment utilizing FWS funds YES NO

Budget Approval:

(Must have a signature of Business Manager, Dean or Director- unless employee is FWS)

Human Resources Use Only:

Processing Information:

Date Received:

Financial Aid Review:

I-9 Completed:

FWS Funds Available:

Entered in HCM:

Shared Services Entry:

Multiple Appointments:

Department Charging Instructions:

Submitted to Shared Services: