

OBU Student Employee Personnel Recommendation (to be completed by hiring Supervisor)

PRINT Student's Name (as it appears on Social Security card)

STUDENT OBU ID#

FR SO JR SR

STUDENT Campus Address (OBU Box)

Telephone Number

STUDENT Permanent Address: Street

City,

State

Zip Code

The student is () domestic () International (F-1 visa). If F-1Visa student, then signature of Director of International Student Services (ISS) is required below, (ext. 5285).

Is the student related to anyone in the department? Yes No

If "Yes", to whom are they related? _____ (Requires HR Director approval)

Relationship? _____

ANTICIPATED START DATE _____

ANTICIPATED END DATE _____ (Only if student graduates, quits, or project ends)

DEPT. ORG. NUMBER	ALPHA/NUMERIC POSITION #	SUPERVISOR	RATE

Students are limited to a maximum of 20 hours per week.

SUPERVISOR SIGNATURE _____ **DATE** _____

Supervisor's Printed Name _____

DIRECTOR OF ISS SIGNATURE _____ **DATE** _____

Director of ISS Printed Name _____

NEXT – STEP INSTRUCTIONS:

Direct the student to deliver this OBU Student Employee Recommendation Form to the Payroll Department located in Thurmond Hall, Room #110.

Instruct student to access the following documents on-line at <https://www.okbu.edu/hr/forms.html> and return those to Payroll Department:

- Pre-Employment Background Authorization/Release Form
- I-9 - (first time employed)
- W-4 (first time employed unless change is required by worker)
- Direct Deposit Authorization/Cancellation form- (first time employment unless change is required by worker)

