If you plan to hire a student worker, graduate/doctoral assistant, hourly staff, and/or salaried staff, please complete the appropriate section below, and email the form to Rebecca Torres (r\_w124@txstate.edu) no later than July 15 (for Fall hires),December 1 (for Spring hires), or May 1 (for Summer hires).

**Hourly Student Worker**

1. Full Name of Student:
2. Email Address of Student:
3. Texas State ID of Student (“A Number”):
4. Hourly Rate of Pay:
5. Number of Hours Per Week:
6. Preferred Start Date:
7. Planned End Date:
8. IO and Fund Number to be Billed:

**GRA/DRA (and all other graduate or doctoral positions)**

1. Full Name of Student:
2. Email Address of Student:
3. Texas State ID of Student (“A Number”):
4. Monthly Salary:
5. Number of Hours Per Week:
6. Preferred Start Date:
7. Planned End Date:
8. IO and Fund Number to be Billed:

**Hourly Staff**

1. Full Name of Prospective Employee:
2. Email Address of Prospective Employee:
3. Net ID of Prospective Employee (if applicable):
4. Hourly Rate of Pay:
5. Number of Hours Per Week:
6. Preferred Start Date:
7. Planned End Date:
8. IO and Fund Number to be Billed:

**Salaried Staff**

* Meet with Rebecca Torres to discuss this hiring request – please be aware that hiring salaried staff may take 3 months for processing at Texas State.