



HIRING AUTHORIZATION FOR WAGE EMPLOYEES

Note: Students must be enrolled in six or more units during the fall and spring semesters to be eligible for student employment. Students may work up to 25 hrs/week during Fall/Spring semesters between all positions, and up to 35 in the Summer.

Basic Information

Date

Student ID #

Employee's Name

Student Other

Technical Job Description

Lab or Office Room Number

OSC Phone Number

Email Address

Employee's Daily Supervisor

Funding Information

Rate Per Hour*

Estimated Hours Per Week*

Requested Start Date

End Date (or Continuous)

Account Number

Work Study Student? Yes No

Principal Investigator's Signature

Time Approver Position Number

* See Lisa Armijo for allowable student rates and maximum hours





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Indicate if the employee will perform security-sensitive functions as defined by the UA per-employment screening policy

Risk Management

Will the employee:

- ...have significant financial oversight responsibilities? Yes No
- ...have unsupervised contact with minors who are not enrolled students of the University? Yes No
- ...have unrestricted access to residence hall rooms? Yes No
- ...be designated by the college's dean or University's vice president as "security- or safety-sensitive"? Yes No
- ...be driving on University business in UA rented or personal vehicles? Yes No

Will the employee encounter any of the following in a laboratory or research setting?

- Hazardous chemicals Yes No
- Blood-borne pathogens or other biological materials Yes No
- Radioactive materials Yes No
- Lasers or other non-ionizing radiation Yes No
- Animals (living or deceased), animal tissue, fluids, or waste byproducts Yes No
- Work that requires personal protective equipment including respiratory and hearing protection Yes No
- Chemical or biological materials in a non-laboratory setting Yes No

Export Control

Additional information is available at <http://orcr.arizona.edu/edu>.

Will the employee:

- ...have access to ITAR-controlled data, technology, materials information, software or equipment? Yes No
- ...have access to EAR-controlled technology or encryption software code? Yes No
- ...be involved with a project that:
 - ...has restrictions on the release of certain project information? Yes No
 - ...has publication or access and dissemination restrictions? Yes No
 - ...has a military connotation or end use? Yes No
 - ...is sponsored by a defense agency? Yes No
 - ...is related to space, missile technology, or biological or chemical weapons? Yes No
 - ...does not employ foreign nationals or requires sponsor approval before hiring foreign nationals? Yes No
- ...be involved with a project that has a technology control plan in place? Yes No
- ...be likely to require that the applicant hold an export control license? Yes No

