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.

Basic Information

Date: ______________________________
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): ______
FRS 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.

Risk Management

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

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
- Bloodborne pathogens or other biological materials Yes/No
- Radioactive materials Yes/No
- Lasers or other non-ionizing radiation Yes/No
- Animals (living or diseased), 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 nonlaboratory setting Yes/No
Export Control

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

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