UNIVERSITY OF PITTSBURGH PAID INTERNSHIP APPOINTMENT FORM

	ATION							
Employee Name (Last, First, M.I.)						Date First Hired		
GenderSSN_XXX-XXXXX (Do not enter here					e)	Birth Date		
Nationality (Citizens	ship)			I-9 Status P				
Street Address								
City, State, Zip Code	<u> </u>							
TelephoneEm								
ASSIGNMENT DETA								
Job Type <u>Student.Stu</u>								
Division or School								
Office Location								
Supervisor Name								
Supervisor Email				Su	pervisor Ext	tension		
Does this Appointm	ent Re	equire Child	Protective	Clearances?	Yes No	Pay	Year Type <u>12/1</u>	<u>2</u>
Campus Pittsburgh	Арроі	ntment Cate	gory Part-T	ime Tempora	y Payroll	<u>B</u> Percent of Effort	053 CDC Code	
SVIVES & CUSTING								
SALARY & COSTING	_							
Salary Effective Dat	e					ge	-	
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PLEASE EMAIL COMPLETED FORM WITHOUT THE SSN TO KALYSON@PITT.EDU.

You will receive a call to verify the student's SSN. Following submission, the student employee will receive the hiring packet by email if not already employed. Once the employee completes the hiring packet, the Hiring Department must approve the employee in the Compliance Center. Questions? Contact Alyson Kavalukas, Internship Coordinator at kalyson@pitt.edu or 412-648-7135