

NYU SCHOOL OF LAW
EMPLOYMENT CONFIRMATION FORM FOR STUDENT EMPLOYEES

PART I: TO BE COMPLETED BY SUPERVISOR/FACULTY OR FACULTY ASSISTANT PRIOR TO SUBMITTING TO STUDENT

Student's Full Name: _____ Hourly Rate: \$ _____

Appointment Start Date: _____ Appointment End Date: _____

Position/ Title: _____ Department: _____

Faculty/Supervisor: _____ NetID: _____
(Print name) (Signature)

Name of Time Sheet Approver, if not Faculty/Supervisor: _____ NetID: _____

CHARTFIELD (ACCOUNT) INFORMATION: Must be completed for all hires:

_____-_____-_____-_____
Fund Organization Program Project

PART II: TO BE COMPLETED BY STUDENT EMPLOYEE

Name (Please print): _____
(First name) (M.I.) (Last name)

Social Security #: _____ Date of birth: _____
(xxx-xx-xxxx) (month day, year)

NYU ID#: N _____

Ethnic: Hispanic or Latino ☐ Yes ☐ No Gender: Female Male Undeclared

Race (You may select more than one): ☐ Asian ☐ Black or African American ☐ Native American or Alaskan Native
☐ Native Hawaiian or Other Pacific Islander ☐ White

Citizenship Status: ☐ U.S. Citizen, ☐ Permanent Resident, ☐ F1 or J1 Visa

E-mail Address: _____

Emergency Contact: Name: _____ Relationship: _____

Contact phone: _____

Were/are you employed at NYU in another or similar position? ☐ Yes ☐ No

⇒ Note: If you are currently working for another division of NYU a single paycheck for both positions will be sent to your current pay location.

Please check one: ✓

☐ I confirm that I am enrolled at NYU for ____ # of credits, Fall 20____, **and/or** ____ # of credits, Spring 20____

☐ I am not enrolled for this academic year.

χ _____
(Signature) (Today's Date)

STUDENT: COMPLETE STEPS 2-3 ON LAW HR WEBSITE: www.law.nyu.edu/hr/hiringstudents

HUMAN RESOURCES USE ONLY

Date Received: _____ By: _____ NOC: _____

Updated: 6/2020