# Student Assistant Short Form

After submitting a request to Human Resources (or Payroll) for information to be added, removed or changed on a person or position, it is a good practice to verify that the changes to the requested record have been entered correctly into the IRIS system.  You should be able to verify the accuracy of most changes to person data by using transaction **PA20 (Display HR Master Data)** in the IRIS system.  You should be able to verify the accuracy of most changes to position data by using transaction **PO13 (Maintain Position)** in the IRIS system. When requesting changes via a paper form, please allow ample time for the central office to enter the changes.

The *Student Assistant Short Form* is to be used to hire ONLY Student Assistants with ONE appointment. The form is designed to allow departments to hire several student assistants on one form. A W-4 form and I-9 documentation for each student assistant hired ***must*** accompany this form.

To complete the form, please provide the following information.



Responsible Cost Center Number: Enter the responsible cost center number (E account) of the student (also known as the primary cost center)

Responsible Cost Center Name: Enter the responsible cost center name of the student

Preparer: Enter the name of the person who prepared the form

Preparer’s Phone Number: Enter the phone number of the person who prepared the form

Date Prepared: Enter the date the form was prepared



SSN: Enter the student assistant’s social security number

Hire Date: Enter the effective date of hire

TN Unique ID: Enter the student assistant’s 9-digit Tennessee Unique ID number. Use IRIS transaction **ZSEV – Employee/Student Look-Up** to find the TN Unique ID.

NetID: Enter the student assistant’s NetID. Use IRIS transaction **ZSEV – Employee/Student Look-Up** to find the NetID.

Name: Enter the student assistant’s last name, first name and middle initial

Date of Birth: Enter the student assistant’s date of birth

Gender: Enter the gender code for student assistant’s gender

 Codes:

 M-Male

 F-Female

% of Time: Enter the percentage of time student assistant will be working

Ethnicity: Enter the appropriate code for Ethnicity

 Codes:

 E1-Hispanic/Latino

 E2-Not Hispanic/Latino

Race: Place an X in the box beside the appropriate codes for the student assistant’s race (NOTE: Student assistants may identify more than one racial heritage. Check as many boxes as appropriate.)

 Codes:

 R1-American Indian or Alaskan Native

 R2-Asian

 R3-Black or African American

 R4-Native Hawaiian or Other Pacific Islander

 R5-White

Marital Status: Enter the marital status code for the student assistant’s marital status

 Codes:

 M-Married

 S-Single

Position Number: Enter the position number the student assistant will be filling (NOTE: More than one student assistant may be assigned to a single position)

Cost Center or WBS Element to be Charged: Enter the appropriate Cost Center or WBS Element that will be paying the student assistant

Hourly Rate: Enter the hourly rate the student assistant will be paid

Residence Status: Enter the residence status code of the student assistant’s residence status

 Codes:

 C-Citizen

 A-Non-resident Alien

 N-Permanent Resident

Visa Type: Enter student assistant’s visa type, if applicable

Visa Exp Date: Enter the date the student assistant’s visa expires