

Today's Date: mm/dd/yy

Department	Campus Box	Fund Source: Department #	Student Job Title	Manager Name	Timecard Approver (if different from Manager)

Student Information													
Student Name (Last, First, Mid)	Purpose of PAF	GCID	ADP ID (if rehire)	# Credit Hours	Start Date	End Date	Rate of Pay	Freq.	Time Entry Method	Has another GC job	Req. Back- ground Check	Req. MVR	Bobcat Email <i>If student requires additional GCSU email, contact SERVE.</i>
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
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										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
										<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

		HR Use Only		Budget Use Only	
Department Head/Hiring Authority:	Date:	Pay Group:		Position #:	
Next Level Approving Authority:	Date:	Job Code:		Payroll Dist:	
Grants/Special Projects (when applicable):	Date:	Approved By:	Date:	Approved By:	Date:

Approval Workflow: Type your name and date. Click Submit button at top of form to send form to employment@gcsu.edu. If next level approval is needed, forward form to approver as email attachment. Next Level Approver will type his name and submit to employment@gcsu.edu.