

The University of Kansas --- Student Hiring Summary

Instructions: Complete and return this form to your ROC or SSC contact to initiate the online job offer process.

Please Note: All other applicants will be marked as "not hired" and receive email notification of application status (not applicable to POOL positions).

Date:	Position Title:
Department Name & Number:	BrassRing Job ID#:
Department Contact:	ROC/SSC Contact(s):

Candidate Information				Funding Information		Supervisor Information	
Candidate Name (Last, First)	Hourly Rate	Start Date	Position #	Funding (include dept. ID, fund, and project number,	Pool ID	Supervisor's Name	Supervisor's Position #

Hire Right Background Check Funding*	
Business Unit (UKANS or KURES)	
Account Code (do not change)	527991
Fund (e.g. 700,099,725)	
Department ID	
Project (if applicable)	
CF1 (if applicable)	

Time Collection Device:

NOTES:

**If you are hiring multiple positions and need to charge funding to more than one source, please note additional background check funding in the "notes" section.*