



Today's Date	
Student Information	
Name	
GT Email Address	
GT ID # (90xxxxxxx)	
Phone Number	
Academic Classification (ex., 1 st year, 2 nd year, grad, etc.)	
Anticipated Graduation Date	
Job Duties	
Position Information	
Supervisor's Name	
If this is a rehire, has the supervisor changed?	
Hourly Pay Rate	
Hours Per Week	
Start Date	
End Date	
Worktag	
Is student currently employed by GT?	
If yes, which department?	
Has student previously been employed by GT?	
If yes, which department?	
If yes, what dates?	
Is this a Federal Work Study student? If yes, you MUST include a copy of the award letter with this request.	
<hr/> Hiring Manager Signature	



IMS Undergrad Student Pay Bands
FY2025

Classification (Non-FWS)	Administrative/Clerical	Technical
1 st Year	\$9 - \$10	\$12 - \$13.50
2 nd Year	\$10 - \$11	\$13 - \$14.50
3 rd Year	\$11 - \$12	\$14 - \$15.50
4 th Year	\$12 - \$13	\$15 - \$16.50

*Supervisors can elect to pay more than the stated band. Contact IMS HR to discuss.

Classification (FWS)	Administrative/Clerical	Technical
1 st Year	\$9 - \$10	\$12 - \$13
2 nd Year	\$10 - \$11	\$13 - \$14
3 rd Year	\$11 - \$12	\$14 - \$15
4 th Year	\$12 - \$13	\$15 - \$16

*In the event of a discrepancy between IMS FWS pay bands and FWS Office directives, the FWS Office takes precedence.

*Administrative/Clerical = front desk management, mail sorting, data entry, etc.

*Technical = lab/research, web design, complex data work, etc.