



REQUISITION FOR ACADEMIC YEAR 2023-2024 STUDENT EMPLOYMENT

For Work-Study and Student Hourly Employees

Student's Name: _____ Student's S-Number: _____

Student's E-mail: _____ Department: _____

Direct Supervisor: _____ Supervisor's S-Number: _____

Supervisor's Extension: _____ Timesheet Org Code: _____

Position information (Employment dates: July 30 - June 30)

Requested Position title: _____

Payment Org if different from timesheet org code above: _____

Position level: Level I Level II Level III Level IV (Job Description must be on file)

Student's Employment Status: New Semester Renewal Rehire (Did not work in previous semester)

Type of Employment Requested: Work-Study Only Work-Study or Student Hourly

My student employee will be working: Fall Semester Spring Semester Summer Semester

Check all that apply

Financial Aid Use Only (Employment dates: July 30 - June 30)

Departmental Student Hourly

Work-Study – Award for this period: \$ _____ Award Year: _____ Award Expiry: _____

Financial Aid Representative Initial Authorization: _____ Position Number for this period: _____

Financial-Aid Signature (Work-Study only): _____ Date: _____

Supervisor Signature: _____	S-number: _____	Date: _____
Budget Approval Signature: _____	S-number: _____	Date: _____

Human Resources Use Only

Final approved pay rate: \$ _____ Effective Date: _____ Scheduled term date: _____

Processed by: _____ Date: _____

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