



# 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: \_\_\_\_\_

PPAIDEN  PEAEMPL  NBAJOBS  NBIJQUE  PDABDSU  PDAEDN  GXADIRD