

# STUDENT HOURLY/WORK-STUDY EMPLOYMENT REQUISITION

## Employee Status

- New  
 Semester Renewal  
 Rehire

## Employee Class (Determined by the financial aid office)

- Departmental Student Hourly  
 Work-Study – Award: Fall \$ \_\_\_\_\_ Spring \$ \_\_\_\_\_

Award Year: \_\_\_\_\_ Award Expiration Date: \_\_\_\_\_

## Candidate Information:

Candidate Name: \_\_\_\_\_ Candidate S-number: \_\_\_\_\_

Candidate Phone: \_\_\_\_\_ Candidate E-mail: \_\_\_\_\_

## Department/Supervisor Information:

Supervisor Name: \_\_\_\_\_ Supervisor S-number: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_ Box Number: \_\_\_\_\_

Supervisor E-mail Address: \_\_\_\_\_ Supervisor Room Number: \_\_\_\_\_

## Position Information:

**\*Please see the 'RRCC Student Compensation Matrix and Hiring Guide' for position and wage information\***

Requested Position Title: \_\_\_\_\_

### Level and Tier information:

Requested position level:     Level I     Level II     Level III\*     Level IV\*

Has the student worked one academic year and met the qualifications for a performance based wage increase?  Yes

**\* Requisitions for level III and level IV employees must be accompanied by the associated position description.**

Requested Start Date: \_\_\_\_\_ Requested End Date: \_\_\_\_\_

Home (timesheet) org code: \_\_\_\_\_ Payment org (if different from home org): \_\_\_\_\_

**THIS DOCUMENT WILL NOT BE ACCEPTED WITHOUT ALL SIGNATURES**

Supervisor Signature: \_\_\_\_\_ S-number: \_\_\_\_\_ Date: \_\_\_\_\_

\*Org Owner Signature: \_\_\_\_\_ S-number: \_\_\_\_\_ Date: \_\_\_\_\_

Financial-Aid Signature (Work-Study only): \_\_\_\_\_ Date: \_\_\_\_\_

**\*I authorize org \_\_\_\_\_ to be charged if/when an employee's work-study funds are exhausted\***

## **Human Resources Use Only**

Final approved pay rate: \$ \_\_\_\_\_ Effective Date: \_\_\_\_\_ Exempt/Non Exempt: \_\_\_\_\_

Scheduled term date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

- PPAIDEN     PEAEMPL     NBAJOBS     NBIJQUE     PDABDSU     PDAEDN     GXADIRD