

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