



REQUISITION FOR SUMMER 2023 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: May 23 - July 31)

Requested Position title: _____

Payment Org if different from timesheet org code above: _____

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

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

6 Credits Summer Session No summer, 6 Fall Not registered

Financial Aid Use Only (Employment dates: May 23 - July 31)

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