



REQUISITION FOR STUDENT EMPLOYMENT

For Work-Study and Student Hourly Employees

Student's Name: _____ Student's S-Number: _____
Student's Phone: _____ Student's E-mail: _____
Department: _____ Direct Supervisor: _____
Supervisor's S-Number: _____ Supervisor's Extension: _____
Timesheet Org Code: _____ Applicable Semester: _____

Position information

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)

Does the student qualify for a performance based wage increase?* Yes

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

*** Requisitions for level III and level IV employees must be approved at the VP level.**

****Deliver all completed forms to the Work-Study Coordinator in the Financial Aid Office.**

Financial Aid Use Only

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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