



# REQUISITION FOR FALL 2021 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 31 - December 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)

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

\*Student Employees are expected to work on campus for the fall semester\*

### Financial Aid Use Only (Employment dates: July 31 - December 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