



# REQUISITION FOR SUMMER STUDENT EMPLOYMENT

## *For All Summer Semester Student Employees*

Student's Name: \_\_\_\_\_ Student's S-Number: \_\_\_\_\_

Student's Email: \_\_\_\_\_ Student's Position Title: \_\_\_\_\_

Requested Position Level:  Level I  Level II  Level III\*  Level IV\* Employee status:  New  Sem Renewal  Rehire

\* Level III and level IV positions must be approved at the VP level.

Department: \_\_\_\_\_ Direct Supervisor: \_\_\_\_\_

Supervisor's S-Number: \_\_\_\_\_ Timesheet Org Code: \_\_\_\_\_ Applicable Semester: \_\_\_\_\_

### **Do not mark 'Work-Study' unless your student meets both of the following requirements:**

Minimum Enrollment of 6 credit hours in the spring, summer *and* fall semesters  Work-study award in 19-20 aid year

#### **Spring Employment Dates: May 15 – May 24**

Check here only if your student meets all of the following conditions:

- My student employee is working as a work-study in the spring semester
- My student employee will not be continuing in the summer or fall semester academically
- I would like to continue this student as a student hourly employee through 05.24.19.\* Org: \_\_\_\_\_

*\*All student employees not meeting these conditions will automatically continue through 05.24.19*

#### **Summer Employment Dates: May 25 - July 5**

No work-study funding is available during these payroll cycles. If you have funding to move your work-study employee to student hourly status during this period, please mark below. All students who are funded strictly by work-study must cease work during this period.

Yes, my work-study student employee can earn departmental funds during this pay period. Org.: \_\_\_\_\_

#### **Summer Employment Dates: July 6 – August 2**

Departmental Student Hourly

Work-Study – Award for this period: \$ \_\_\_\_\_ Award Year: \_\_\_\_\_ Award Expiry: \_\_\_\_\_

Financial Aid Representative Authorization: \_\_\_\_\_ Position Number for this period: \_\_\_\_\_

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

Budget Approval Signature: \_\_\_\_\_ S-number: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Human Resources Use Only**

Final approved pay rate: \$ \_\_\_\_\_ Effective Date: \_\_\_\_\_ Scheduled term date: \_\_\_\_\_

Exempt  Non-Exempt Reviewed/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

PDABDSU  PEAEMPL  NBAJOBS  NBIJQUE  PDABDSU  PDAEDN  GXADIRD