



REQUISITION FOR SUMMER STUDENT EMPLOYMENT

For All Summer Semester 2020 Student Employees

Student's Name: _____ Student's S-Number: _____

Department: _____ Direct Supervisor: _____

Timesheet Org Code: _____ Position Title: _____

Supervisor's S-Number: _____ Supervisor's Extension: _____

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

☐ Minimum Enrollment of 6 credit hours in spring, summer *and* fall semesters ☐ Work-study award in 20-21 aid year

Summer Student Hourly Employment Dates: May 23 - July 31

No work-study funding is available during this period. All student employment will be funded by departmental hourly funds and employment will be based on actual time worked either in person or remotely. No administrative leave is available to students during this period.

☐ Yes, my student employee will be paid with departmental hourly funds during this period and will be performing work:

☐ Remotely

☐ On Campus

☐ Both

Payment Org: _____ (This selection requires budget supervisor and VP signature below.)

Summer student Work-Study Employment Dates: July 4 – July 31

☐ 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: _____

Divisional VP Signature: _____ S-number: _____ Date: _____

Human Resources Use Only

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

Reviewed/Approved by: _____ Date: _____

☐ PDABDSU

☐ PEAEMPL

☐ NBAJOBS

☐ NBIJQUE

☐ PDABDSU

☐ PDAEDN

☐ GXADIRD