



REQUISITION FOR SUMMER STUDENT EMPLOYMENT
For All Summer Semester 2021 Student 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

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

Summer Work-Study Employment Period 1 - May 22 - June 18

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: _____

Summer Student Hourly Period - No work-study funds are available - June 19 - July 2

Yes, my student employee is authorized to to earn Departmental funds during this period.*

*Work-study student employees who are not authorized to earn departmental funds during this period must cease work for this pay period.

Summer Work-Study Employment Period 2 - July 3 - 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: _____

Reviewed/Approved by: _____ Date: _____