Request To Hire Temporary Student Employee

Job Group: circle one (FWS) (UWS)

Number of Students Requested: ________________

Hiring Department: ____________________________

Supervisor: ________________________________

Timesheet Approver: ____________________________

Cost Center Head: ______________________________

Budget Organization Code: _____ _____ _____

Position Number: _____ _____ _____

Timesheet org #: ____________________________

Hire Date: ___ ___ / ___ ___ / ___ ___ ___

End Date: ___ ___ / ___ ___ / ___ ___ ___

Rate of Pay: ____________________________

Brief Job Description/Skills Needed: _______________________________________________________

__________________________________________________________

AUTHORIZATION: I request that this student’s work study assignment be change as noted on this form.

Funds are available in my department to accommodate this request.

Department ____________________________ Cost Head Signature ____________________________

CP&D APPROVAL: ____________________________ COMMENT: ____________________________

RETURN FORM TO: Stephanie Smith Career Planning and Development - UNA Box 5066 - GUC Room 202