

STUDENT APPOINTMENT REQUEST FORM

**Note: Must be a full time student with 12 credit hrs. entire Fall & Spring semester
and
have a 2.0 Cumulative GPA**

Name: _____

Date: _____

Social Security Number: _____

Department: _____

TO THE STUDENT: Read **carefully** and sign as indicated below.

1. Your time is kept on timesheets obtained from the Human Resource Management (HRM) Office or online.
2. It is **your** responsibility to see that your time sheet is signed by you and your supervisor and turned into the Human Resource Management Office by the appropriate date in order to be paid. Dates for turning in your timesheets are available from your supervisor and/or HRM.
3. You should work no more than **20 hours** per week.
4. You **MUST** be enrolled as a full time student.
5. It is your responsibility to notify your supervisor **and** HRM if your enrollment status changes.
6. It is your responsibility to notify your supervisor **and** HRM if you decide to terminate your student employment.
7. In order to work on campus you must have a GPA of 2.0 or higher.

Student's Statement: In accepting employment on campus, I have read the above information and understand my responsibilities.

Signature: _____

Date: _____

To the Supervisor: Please see that the remainder of this form is complete. The student **may not begin working** until this process is complete and HRM has notified you that your worker may begin.

Work study approvals send to Financial Aid Box 29 .

Regular student worker approvals send to Records Box 6.

_____/_____/_____
Department Account Number

Semester of Employment

Effective Date

Please check one: Regular: _____ Work Study: _____ Supplemental Instruction: _____

Pay Rate _____

Supervisor Signature

Date

Please indicate how many hours per week the student worker will work _____

Records Office: PC# _____

APPROVED

NOT APPROVED

Cumulative GPA

Current Hrs. Enrolled

Initials

Date

Financial Aid Office: PC# _____

APPROVED

NOT APPROVED

Semester Allotment (Work Study Only)

Initials

Date

Vice Chancellor Approval: _____ Date: _____

HRM Completion: _____ Date: _____