

Student Hiring Authorization

Before submission to Human Resources, please complete and approve this form with your personalized approval stamp. Then email it to your Dean or Vice President for their approval. They will forward it to the CFO (for budget authorization) who will forward it to HR for final approval.

Name _____

Address _____

City *State* *ZIP*

Phone _____ Personal Email _____

Position Title _____

Department _____ Start Date _____

Supervisor _____

Budget # **(required)** _____
(Format: 11-XXXX-XXXXX. Budget should equal the Student Job Posting budget, if applicable)

Compensation: Hourly Rate \$ _____ Other Rate \$ _____

Is this a temporary hire? Yes No If yes, ending date _____

Currently posted on Web? Yes No Remove Posting (if applicable): Yes No

Keys Needed (include location and room #) _____

Computer & Phone Needs (include location) _____

The following must be completed:

New Hire Re-Hire Additional Position

International Student? Yes No

Hiring for which semester? Fall Spring Summer (taking summer classes? Yes No)
(Summer is defined as 5/21 to 8/20)

Approval Stamps:

1. Recommending Supervisor/Dean

2. Applicable Vice President

3. CFO (Budget Authorization)

4. Human Resources