

REQUEST TO HIRE HOURLY STUDENT(S)

TODAY'S DATE: _____

DEPARTMENT _____

HOURLY RATE: _____ FUNDING ACCOUNT: _____

STUDENT INFORMATION:

NAME _____ EID _____

NAME _____ EID _____

NAME _____ EID _____

NAME _____ EID _____

**Requests should be turned in to the Business Office, at least one week prior to effective date. Students should not be working until they have completed employment paperwork, either the first day of work or prior. **

EFFECTIVE DATE OF EMPLOYMENT: _____

NOTE: Hourly students are allowed to work up to 30 hours per week while classes and/or finals are in session. International students are limited to 20 hours per week during this time. If a student has more than one position on campus, they cannot exceed the limited hours with their positions combined.

Requestor Signature: (once you have signed, please forward to your department office for authorization)

Authorizing Department Signature, date

Please send completed form to Heather Tourney at tourney@ksu.edu

Original signatures are not necessary