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 two weeks prior to effective date. Students can not be working until their effective date and they have completed the necessary employment paperwork. The deadline for paperwork is the Wednesday before the pay period you wish them to begin, if not completed by that time, they will not be able to start employment until the following pay period.

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