

# UNA EMPLOYMENT

## Request to Hire a Temporary Student Employee



Hiring Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Group: circle one (FWS) (UWS)

Number of Students Requested: \_\_\_\_\_

Budget Organization Number : \_\_\_\_\_

Student's Name: \_\_\_\_\_

Position Begin Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Position End Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Rate of pay: \_\_\_\_\_ Total number of months employed \_\_\_\_\_

Brief Job Description & Skills Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Desired Work Schedule and Hours : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_ Supervisor/Timesheet Approver \_\_\_\_\_

Cost Head Signature \_\_\_\_\_ UNA Box and Phone \_\_\_\_\_

STUDENT EMPLOYMENT \_\_\_\_\_ DATE \_\_\_\_\_ COMMENT: \_\_\_\_\_

Return to UNA Box 5043 or Bibb Graves, Room 226