READER/TUTOR
Employment Request Authorization

☐ Graduate Student
☐ Undergraduate Student

Student Name: ____________________________
Student Telephone: ____________________________
Job Title: ____________________________
Currently Employed?: ____________________________
Employment Dates: ____________________________
Grant or Fund Source Name: ____________________________
Account/Fund Number: ____________________________
Total Amount to be Paid: ____________________________
Total Hours to be Paid: ____________________________

Reader/Tutor Hourly rates: Effective 10/01/2011

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reader: Graduate</td>
<td>$13.23</td>
</tr>
<tr>
<td>Reader: Undergraduate</td>
<td>$12.57</td>
</tr>
<tr>
<td>Tutor: Graduate</td>
<td>$17.79</td>
</tr>
<tr>
<td>Tutor: Undergraduate</td>
<td>$13.23</td>
</tr>
</tbody>
</table>

**NOTE: READERS/TUTORS may only be employed during the 9-month academic year & may be eligible for fee remission. The maximum number of hours a student is allowed to work when school is in session is 20 hours per week or 50% time. During the inter-session, students may work up to 40 hours per week or 100% time. Students must submit a timesheet for all hours worked and timesheet must be signed by their supervisor.

Special Instructions or Comments:

__________________________________________________________

APPROVAL:
Faculty/Department: ___________________________________
Department Chair: ___________________________________

Business Office and/or MSO:
Initial Approval:
__________________________________________________________
COMMENTS: ________________________________________________
__________________________________________________________
COMMENTS: ________________________________________________
__________________________________________________________
ON-LINE Input: ____________________________________________

Rev. 10/24/2011