NOTE: Students should call 824-2237 to make an appointment for their employment. Although they can complete paperwork in advance, they CANNOT begin working until the ‘Undergraduate Student Employment Request’ (form below) has been completed, signed and received in the S.E. Business Office.

Date: ____________________________

UNDERGRAD STUDENT EMPLOYMENT REQUEST

□ WORKSTUDY STUDENT (must have Financial Aid Workstudy Award Letter)
□ NON-WORKSTUDY STUDENT

Student Name: ____________________________
Student Telephone: ____________________________
Student Email: ____________________________
Grant Name: ____________________________
Account/Fund No.: ____________________________
Begin date: ____________________________
End date: ____________________________
Title: ____________________________

STUDENT ASSISTANT (indicate LEVEL I, II, III or IV)
Levels: Please refer to DUTIES CHECKLIST – Recommended Payroll Title section)

Rate of pay: ____________________________

Student Assistant Hourly Rates Effective 1/01/2008

<table>
<thead>
<tr>
<th>Level</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Asst I (4922)</td>
<td>$8.00</td>
<td>$9.52</td>
<td>$11.04</td>
</tr>
<tr>
<td>Student Asst II (4921)</td>
<td>$8.24</td>
<td>$10.38</td>
<td>$12.52</td>
</tr>
<tr>
<td>Student Asst III (4920)</td>
<td>$8.57</td>
<td>$11.49</td>
<td>$14.40</td>
</tr>
<tr>
<td>Student Asst IV (4919)</td>
<td>$8.91</td>
<td>$15.60</td>
<td>$22.28</td>
</tr>
</tbody>
</table>

Percent of time**: ____________________________

**Note: When classes are in session, students are allowed to work 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 hours worked and timesheet must be signed by their supervisor.

Special Instructions or Comments:

________________________________________________________________________

________________________________________________________________________

APPROVALS:
Faculty/Dept: ____________________________

Business Office and/or MSO:
COMMENTS: ____________________________
COMMENTS: ____________________________
On-line Input: ____________________________

10/24/2011