

**Employment for Undergraduate Students  
Departmental Request Form**

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Student Name: \_\_\_\_\_

Student SSN or Emp. ID \_\_\_\_\_

Student E-mail Address \_\_\_\_\_

1) Have you worked on campus before Y or N

\*If no please see Heather Sloan-Randick to fill out new hire forms

\*If yes please list what department or departments and will you continue to work for them

2) Description of duties

3) Dates of employment (*beginning & ending dates*)

4) Number of total hours involved (*or rough estimate*)

5) Pay rate (*hourly & estimated total*)

6) Source of funding (*who is paying you the faculty member, department, or other*)

**\*\*\*For office use only\*\*\***

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Supervisor:

Approval \_\_\_\_\_ (Route to Heather Sloan-Randick)

Heather Sloan-Randick:

Approval \_\_\_\_\_