



**NON WORK-STUDY REQUEST FORM**

Please complete this form in entirety and return to **Human Resources**.  
Students cannot begin working without approval from Human Resources.

Date of Request: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_

Budget Account Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Employee Student ID Number  
Male \_\_\_ Female \_\_\_

\_\_\_\_\_  
Job Title Title Code \_\_\_\_\_/hour  
\*Compensation

Pay rate exception: \$ \_\_\_\_\_/hour  
Summer hour exception: \_\_\_\_\_hours per week  
EXECUTIVE VP FOR ADMINISTRATION AND FINANCE MUST AUTHORIZE ALL PAY RATE AND HOURLY EXCEPTIONS  
Signature of EXEC VP \_\_\_\_\_

**Employment Status:**

- New
- Rehire

Hours: 24 hours weekly maximum during fall and spring semesters (unless pre-authorized by Executive VP for Administration and Finance) W/C Code: 8869

\_\_\_\_\_  
Authorized Department Signature (Director)

\_\_\_\_\_  
HUMAN RESOURCES Date