

New Mexico Highlands University
STUDENT EMPLOYMENT REQUEST FORM

Name: _____ Banner ID or SSN: _____
Last First Middle

Check if International Student Department: _____ Job Title (Required): _____

Fund: _____ Org: _____ Prog: _____ Hourly Rate: \$ _____ Hours per week: Break _____ Spring _____
Fund: _____ Org: _____ Prog: _____ Hourly Rate: \$ _____ Hours per week: Break _____ Spring _____

Employment Request for: Winter Break Spring 2017 Other Dates _____
12/10/16-1/13/17 1/18/17 - 5/12/17

Direct Supervisor

Signature _____ Print Name _____ Date _____
HU_ADM Username (Required for Web Time Entry) _____

Fund Supervisor (if different from above)

Signature _____ Print Name _____ Date _____

Job Duties:

OFFICE USE ONLY

New Employee: _____

Position Number: _____ Rate: _____ Period _____ FIM & FIO _____
Position Number: _____ Rate: _____ Period _____
Position Number: _____ Rate: _____ Period _____

FINANCIAL AID

ENROLLMENT: _____ ACADEMIC TERM ELIGIBILITY: _____
ACADEMIC TERM: _____ TYPE OF AWARD: _____
HOURS AWARDED: _____ FAWSA ___ Filed ___ Not Filed ___ Not Required
HOURLY RATE: _____
Verified by: _____ Date _____

GRANTS & CONTRACTS (Reviews for Grant Compliance and Budget)

Signature _____ Date _____

INTERNATIONAL EDUCATION (Office Approval for Students Holding a F1 Visa)

The above student is authorized to work on campus in accordance with immigration regulations.

Signature _____ Date _____

___ Break Approved: _____ hours per week Must be pre-registered for _____ credit hours
___ Summer Approved: _____ hours per week _____ Spring 20___ ___ Summer 20___ ___ Fall 20___
___ Spring Approved: _____ hours per week ___ Student is in the last semester of studies & is only required to be enrolled in
___ Fall Approved: _____ hours per week _____ credit hours