

Student Employment Request Form

Employee Information

Last Name: _____ First Name: _____ Banner ID: @_____

New hire Rehire (previously worked at NMHU) Did the student work last semester? Yes No

Check if International Student (**Forward to International Education Office**)

Position Information
(Please attach job description and details)

Department: _____ Job Title (required): _____

Fund: _____ Org: _____ Prog: _____ Hourly rate: \$ _____ Hours per week: _____

Fund: _____ Org: _____ Prog: _____ Hourly rate: \$ _____ Hours per week: _____

Employment request for: Fall Break 7/29/17 – 8/15/17 Fall 8/16/17 – 12/8/17 Other dates within Fall: _____

Certification

Student Employee: I understand that if I am employed as a student employee (Departmental, Federal, or State Work Study) at New Mexico Highlands University, I must be enrolled and certified as a student. If for any reason I drop below the required number of credits, I will inform my supervisor immediately.

Student Signature: _____ Print Name: _____ Date: _____

Direct Supervisor

Signature: _____ Print Name: _____ Date: _____

HU_ADM Username (Required for Web Time Entry): _____

Fund Supervisor (if different from above)

Signature: _____ Print Name: _____ Date: _____

Financial Aid/International Education Office Verification

Enrollment: _____ Academic Eligibility: _____ Academic Term: _____

Type of Award: _____ Hours Awarded: _____ Hourly Rate: \$ _____

International Office Use:

Student must be pre-registered for ____ credit hours. Spring 20__ Summer 20__ Fall 20__

Student is in the last semester of studies and is only required to be enrolled in ____ credit hours.

Verified by:

Signature: _____ Print Name: _____ Date: _____

Grant & Budget Compliance

Signature: _____ Print Name: _____ Date: _____

Human Resources

New employee: _____

Position number: _____ Rate: _____ Period: _____

Position number: _____ Rate: _____ Period: _____

Position number: _____ Rate: _____ Period: _____

FIO & FIM: _____