

STUDENT EMPLOYMENT REQUEST FORM

Employee Information

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

Rehire (previously worked at NMHU)

International Student (Forward to International Education Office)

Position Information

Department: _____ Job Title (required): _____

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

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

Employment Term: **Fall Semester/break** **Spring Semester/break** **Summer Session/break**

Certification

Student Employee: I understand that if I am employed as a student employee (Department 1, 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: _____

Financial Aid Verification

Enrollment hours: Fall _____ Spring _____ Summer _____

Fund: _____ Org: _____ Prog: _____ Account: _____ Percent: _____

Fund: _____ Org: _____ Prog: _____ Account: _____ Percent: _____

Signature: _____ Print Name: _____ Date: _____

International Education Office Verification

International Office Use:

Student must be pre-registered for _____ credit hours. Fall Semester/break Spring Semester/break Summer Semester/break

Signature: _____ Print Name: _____ Date: _____

Grant & Budget Compliance

Signature: _____ Print Name: _____ Date: _____

Human Resources

Position Number: _____ Rate: _____ Start Date/End Date: _____ FIM/FIO uncheck

Entry Date _____ By _____