



Student Employment Request

Financial Aid, 121 East Second Street, Morehead, KY 40351

Phone: 606-783-2011 Fax: 606-783-2293

Originator: _____

Date: _____

Student Information:

Last _____ First: _____ MI: _____

Social Security Number: _____ MSU ID #: _____

Enrolled during term of employment: Yes No

Department Name: _____ **Dept. Code (ex: ENRL):** _____

Action Information:

Effective Date of Action: _____ Ending Date of Action: _____ Revision to original request

Student Job Title: _____ Grade/Level: I II III IV

Hours per Week: _____ Number of Weeks: _____

Recommended Hourly Rate: _____ Current Hourly Rate: _____ Total Award Amount: _____

Funding Information:

Federal Assignment * IWS Externally Funded Grant/Contract
 IWS Allocated-Financial Aid IWS Original Budget-Budget Office IWS Amended Budget-Budget Office

Account Number: _____

Grant Name (if applicable) _____

Student Employment Actions:

Appointments

New employee to MSU
 Re-hire
 Additional Appointment

Separations

Resignation
 Job Abandonment
 Termination

Salary Adjustments

Promotion
 Lateral/In-Grade Adjustment
 Movement to Lower Level

In addition to employment in this office, the student will also be employed on campus (tutor, UGF) in the following department: _____ Hours per week: _____

(Cannot exceed 20 hours per week between both departments)

Student will not be employed in another department on campus.

(Comment information--additional appointment, justification for separations, salary adjustments, etc...)

Signature of Approvers:

Date of Approval

Phone Number

Hiring Supervisor: _____

Accounting & Financial Services: _____

Budget Office: _____

Financial Aid: _____

*Any salary adjustment may affect dates of employment and/or hours per week a student employee can work.

*Attach 3 copies of this form to Institutional hiring packets. *Attach 2 copies of this form to Federal hiring packets.