



PERSONNEL REQUISITION FOR WORKSTUDY
PLEASE COMPLETE AND OBTAIN APPROVAL PRIOR TO HIRE

Name

S#

Work Location

Hourly Rate

Hours per Week

(Actual hours may be less than listed, but should never exceed 20 hours per week when school is in session. With supervisor approval, student may work up to 28 hours per week when school is not in session.)

Start/Effective Date:

End Date:

Position Number:

Suffix:
Completed
by HR

Fund	Org	Account	Program	%

Supervisor S#

Supervisor Email

APPROVALS:

Financial Aid

Financial Aid
Director

Budget