New Student Position Set-up Request Form

Position Title: ________________________________________________________________

Department: _________________________________________________________________

Account Number (in XX-XXXX format): ___________________________________________

Position Start Date: ___________________________________________________________

Position Class:  □ Student Leadership  □ General Student Employment

Position Type:  □ Campus Employment (CE)  □ Federal Work Study (FWS)  □ Summer (SM)

(Please complete a separate form for each position type needed)

Primary Time-entry Approver: ___________________________________________________

Secondary Time-entry Approver: ________________________________________________

Supervisor Name: _____________________________________________________________

Supervisor Signature___________________________________________________________ Date____

Authorized by ___________________________________________ Date_______________
(Requires signature of Department Head to authorize)

Business Office___________________________________________________________ Date____
(Requires signature to authorize and confirm General Ledger Number is set-up for payroll)

HR Approval___________________________________________________________ Date____

Colleague Updated by_____________________________________________________ Date____