



# STUDENT HOURLY HIRE REQUEST FORM

COMPUTATIONAL MATHEMATICS, SCIENCE AND ENGINEERING

Student Name: \_\_\_\_\_

APID: \_\_\_\_\_

Email/NetID: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Student Hourly Job Titles: \_\_\_\_\_

<https://www.hr.msu.edu/ua/hiring/documents/StudentJobDescriptions.pdf>

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Number of Hours Per Week: \_\_\_\_\_

Does this student have any other employment during the requested dates? \_\_\_\_\_

Has this student been employed by Michigan State University in the past 6 months? \_\_\_\_\_

**Supervisor Name to approve employee time:**

If a work space is needed, contact Lisa Roy to request space at [lisaroy@msu.edu](mailto:lisaroy@msu.edu) or 517-432-0167

If account is unknown, please contact CMSE Fiscal Officer, Melinda McEwan at [harr1192@msu.edu](mailto:harr1192@msu.edu) or 517-432-0164.

Funding Source/Account #: \_\_\_\_\_

Requesting Faculty Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grant/Start-up Fiscal Officer Approval: (Melinda McEwan) \_\_\_\_\_ Date: \_\_\_\_\_

If a second account/faculty member is to be charged for a portion of the time, please provide additional faculty member's name and account information below. Additional faculty member's signature must be provided.

Additional Funding Source/Account #: \_\_\_\_\_

Requesting Faculty Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grant/Start-up Fiscal Officer Approval: (Melinda McEwan) \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed, signed form** in hard copy or via email to Lesley Reed, CMSE Unit HR Coordinator, at [reedl@msu.edu](mailto:reedl@msu.edu) or Room 1501 Engineering Building, prior to sending student to complete their hiring paperwork.