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 or 517-432-0167

If account is unknown, please contact CMSE Fiscal Officer, Melinda McEwan at 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 or Room 1501 Engineering Building, _prior_ to sending student to complete their hiring paperwork.