

SEBS HUMAN RESOURCES

Class 5 Student Worker Request Form



RUTGERS-NEW BRUNSWICK

School of Environmental
and Biological Sciences

Please use this form to begin the process of hiring a Class 5 (05100) Student Worker. Attach this form to the template-based hire request in HCM once completed and signed by all parties. For guidance on recruiting Student Workers, please visit our SEBS-HR website.

Appointment Details:	
Student Name:	<input type="text"/>
Hiring Department:	<input type="text"/>
Supervisor Name:	<input type="text"/>
Degree Level:	<input type="text"/>
Requested Hourly Rate:	<input type="text"/>
Requested Standard Hours:	<input type="text"/>
Requested Start Date:	<input type="text"/>
Description of Duties:	<input type="text"/>
Funding Information (Optional)	<input type="text"/>

Hourly Rate Exceedance Requests: For hourly rate requests above \$25.00/hr.	
Requested Hourly Rate:	<input type="text"/>
Justification for Hourly Rate:	<input type="text"/>
<i>Hourly Wage Parameters:</i> Undergrad Student - (\$15.49-\$18 per hour) Grad Student - (\$19-\$22 per hour) PhD Student - (\$23-\$25 per hour)	

Required Signatures:		
HR Preparer:	<input type="text"/>	Signature: <input type="text"/>
Departmental Approver:	<input type="text"/>	Signature: <input type="text"/>

Optional Signatures: HR Approver is only required for Hourly Rate Exceedance Requests.		
Financial Approver:	<input type="text"/>	Signature: <input type="text"/>
HR Approver:	<input type="text"/>	Signature: <input type="text"/>