

# 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"/> |
| <b>Hourly Wage Parameters:</b><br>Undergrad Student - (\$15.92-\$18 per hour)<br>Grad Student - (\$19-\$22 per hour)<br>PhD Student - (\$23-\$25 per hour) |                      |

| Required Signatures:   |                      |                                 |
|------------------------|----------------------|---------------------------------|
| 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"/> |