**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.**

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| **Appointment Details:** |
| Student Name:  |
| Hiring Department:  |
| Supervisor Name:  |
| Degree Level:  |
| Requested Hourly Rate:  |
| Requested Standard Hours:  |
| Requested Start Date:  |
| Expected End Date (May 31st of Graduating Year):  |
| Description of Duties: |
| Funding Information (Optional)  |

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| **Hourly Rate Exceedance Requests:** For hourly rate requests above $25.00/hr. |
| Requested Hourly Rate:  |
| Justification for Hourly Rate: |

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| **Required Signatures:**  |
| HR Preparer: Signature: Date: |
| Departmental Approver: Signature: Date:  |