ORG_____FUND_____OBJ_____

REQUISITION FOR STUDENT PERSONAL SERVICE EMPLOYMENT

SUPERVISOR_____DEPARTMENT_____DATE_____

Please list your Personal Service student employee(s) below with the additional information requested. If a student is working without the prior approval of the Executive VP/CFO he/she will not be paid and will not be back paid for services. The hourly rate will be minimum wage, $7.25 per hour, unless otherwise noted. If the supervisor wishes to pay the personal service student more than minimum wage, you must have prior approval from the Executive VP/CFO.

All supervisors are reminded that it is a violation of State and Federal laws to knowingly falsify payroll records. Proven instances are grounds for termination of the offender's employment.

New Hires					*Duties include driving*
Name	Social Security #	Type of Duties	Rate of Pay Per Hour	Total for Fiscal Year	*A state or rental car*

Past Hires					

Department Head_____Executive VP/CFO_____

Supervisor_____ Date_____