McNeese State University
Human Resources and Student Employment

Student Employment Request Form
DEPARTMENTAL BUDGET

DEPARTMENT / OFFICE	DEPT / OFFICE ORG#	ACCT# PAID FROM

SUPERVISOR	EXT	EMAIL

EMPLOYMENT PERIOD: CHECK ONLY ONE (1) — **YEAR**

- ☐ SPRING SEMESTER
- ☐ SPRING BETWEEN BREAK
- ☐ SUMMER SEMESTER
- ☐ SUMMER BETWEEN BREAK
- ☐ FALL SEMESTER
- ☐ FALL BETWEEN BREAK

LAST NAME, FIRST NAME	I.D.	ACTION*	POSITION#	EFFECTIVE DATE	HOURLY RATE	HRS P/WK

***ACTION CODES: NEW HIRE = N REHIRE = R CHANGE = C TERMINATION = T**

Budget Approver _____ **Date** _____

Assistant Director of Human Resources and Student Employment _____ **Date** _____

Revised 9-16-19