



# STUDENT EMPLOYMENT REQUEST FORM

## I. Student Information

NAME: \_\_\_\_\_

LSUE ID#: \_\_\_\_\_

GENDER: M F DATE OF BIRTH: \_\_\_\_\_

RELATED TO ANYONE EMPLOYED BY LSUE YES NO IF "YES": \_\_\_\_\_  
Name of Relative

## II. Departmental Request

### APPOINTMENT

ANTICIPATED START DATE: \_\_\_\_\_

\*Requested start date cannot be retroactive. Allow at least 5 business days between date forms are submitted and requested date of action. All dates and hiring approvals are subject to change based on processing requirements and fund availability.

### TERMINATION

LAST DATE OF WORK: \_\_\_\_\_

### FUNDING SOURCE & PAY RATE REQUESTED:

Federal Work Study \$9.25 hourly

LSUE Institutional Funds (Regular Funds) \$7.25 hourly

\*If approved, hiring will be charged to dept's assigned PG# at \$7.25 hourly unless otherwise indicated here (attach documentation as appropriate):

Alt PG# \_\_\_\_\_ AND/OR Alt rate approved \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FINANCIAL AID OFFICE USE ONLY

#### FWS

Earliest Start Date: \_\_\_\_\_

GR- \_\_\_\_\_

Unmet Need:  Yes  No

FWS Award: \_\_\_\_\_

First-time Freshman:  Yes  No

If "No", overall GPA: \_\_\_\_\_

Registered hours: \_\_\_\_\_

Semester: \_\_\_\_\_

Verified: \_\_\_\_\_

By: \_\_\_\_\_

*\*Attach copy of Course and Fee Statement*

Comments: \_\_\_\_\_  
\_\_\_\_\_

#### REGULAR

Earliest Start Date: \_\_\_\_\_

PG- \_\_\_\_\_

First-time Freshman:  Yes  No

If "No", overall GPA: \_\_\_\_\_

Registered hours: \_\_\_\_\_

Semester: \_\_\_\_\_

Verified: \_\_\_\_\_

By: \_\_\_\_\_

*\*Attach copy of Course and Fee Statement*

Comments: \_\_\_\_\_  
\_\_\_\_\_

### HUMAN RESOURCE MANAGEMENT USE ONLY

SS#: \_\_\_\_\_

Position#: \_\_\_\_\_

LSU ID#: \_\_\_\_\_

Workday #: \_\_\_\_\_

LSUE Email: \_\_\_\_\_

Created Requisition:  \_\_\_\_\_

HIRE Completed:  \_\_\_\_\_

Student Emailed:  \_\_\_\_\_

Costing Verified:  \_\_\_\_\_

FWS Requested, if appl:  \_\_\_\_\_

I9 Completed:  \_\_\_\_\_

AS-35 Received:  \_\_\_\_\_

Onboarding Complete (dept notified):  \_\_\_\_\_