

STUDENT EMPLOYMENT REQUEST FORM

This form is for utilization of students that are currently enrolled at Lincoln University and for a position funded through the respective department. Each department should have an appropriately authorized budgeted account number for utilization of this type of student employment. Student employment through federal aid/work study is transacted through the Financial Aid office and will not utilize this form.

Student Name: _____

Social Security Number: _____

Permanent Address: _____

Student Employment Session Period: (see below) _____

Departmental Account Number: _____

Hourly Wage Rate: _____ **Hours per Week:** _____

Supervisor Name and Phone Extension: _____

Student Employment Session Periods :{ August 1 through December 31, January 1 through May 31, June 1 through June 30, July 1 through July 30}. All student employment will have established start and stop dates in conjunction with school sessions. Each of these school sessions comprise a student employment period. When effectuating a student employment please note the period date parameters. A student employment can be activated at the start of the student employment period or thereafter with the completion of this form. A SER form needs to be completed for each period that the student works. At the conclusion of each period in accordance with the stop date, all student employment will be terminated automatically in the administrative management system.

Student Employment Authorization and Approval Process

Department Head

Financial Aid Officer

Budget Officer

Human Resource Director

Original Form maintained by Human Resources
Copy to Payroll Office
