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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:_____ **Student Identification #:**_____

If this is the first time the student has worked at Lincoln University, please state the proposed start date _____. The student must report to Human Resources for proper employment eligibility prior to starting work. There are no exceptions to this requirement.

Permanent Address: _____

Student Employment Session Period: **(see below)** _____

Departmental Account Number:_____ **Project #:**_____

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

Supervisor Name:_____ **Phone Number:** _____

Department: _____ **Prepared by:**_____ **Ext:**_____

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. 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 is limited to twenty hours (20) per week during the semester/summer session. A student may be employed full time (forty hours per week) between semesters/sessions and during scheduled breaks (Thanksgiving, Christmas, Spring Break, etc.) as long as the student plans to enroll for the upcoming semester/session. **Students will work only one department assignment per semester. Exceptions allowed based on justification** _____

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Student Employment Authorization and Approval Process

_____

Department Head Date

_____

Financial Aid Officer (verify student enrollment and receiving federal work study) Date

_____

Budget Officer Date

_____

Human Resource Director Date

Original Form maintained by Human Resources, copy to Payroll

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