

## 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.

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**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:** \_\_\_\_\_

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**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.

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### Student Employment Authorization and Approval Process

\_\_\_\_\_  
**Department Head**

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**Financial Aid Officer**

\_\_\_\_\_  
**Budget Officer**

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**Human Resource Director**

**Original Form maintained by Human Resources**  
**Copy to Payroll Office**

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