

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

### Use this section to make changes to the original SER.

➤ **CHANGE:** Funding/GL String \_\_\_\_\_ Project# \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Stop \_\_\_\_\_ Effective Date \_\_\_\_\_

➤ **NEW:** Account #/GL String \_\_\_\_\_ Project # \_\_\_\_\_ Pay Rate \_\_\_\_\_

**Student Employment Session Periods :{Session 1: August 11 - December 31; Session 2: January 1 - May 15; Session 3: May 16 - June 30; Session 4: July 1 – August 10}. 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.**

During the academic year mid-August through mid-May, student employment is limited to twenty hours (20) per week for all positions regardless of funding. Students will work only one department assignment per semester. Exceptions allowed based on justification \_\_\_\_\_.

Student summer employment hours can be extended up to 35 hours a week from Mid-May through Mid-August, the period between the academic year not to exceed a 90 day period.

### Student Employment Authorization and Approval Process

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Officer (verify NOT receiving federal work study) Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Director

\_\_\_\_\_  
Date

Original Form maintained by Human Resources, copy to Payroll