

REQUEST FOR STUDENT SERVICES

Position or Job #		19 form:	
Position of	Positions	is attached	
Employing Department Name		has been submitted	
Department Contact			Expenditure Class Codes
Contact Phone Number			51422 Undergraduate Work-Study
			51424 Undergraduate Work-Study Non-enrolled
			51426 Graduate Work-Study No Assistantship
			51420 Undergraduate Non-Work-Study
			51423 Undergraduate Non-Work Study Non-Enrolled
Hire	Undergraduate – Work-Study	Community Service	
Change	Undergraduate – Non-Work-Study	Yes	No
Termination	Graduate – Work-Study / No Assistantship		

Note: Requests for Graduate Assistants other than Graduate Work-Study listed above must be submitted on form PBP-3G

1. Social Security Number		Class			Slot					
Name					Effective Date					
First	Middle	Last			Month	Day	Year			
Salary	Hour Rate	Part Time	Full Time	Basis	Home Department					
2. Begin Date		End Date			Hrs/Week					
Month	Day	Year	Month	Day	Year					
Hrs/Appt.	Emp Type		Main	Reg	Bran	TTV	FLSA	1	2	3
Check Dist.	Time Dist.		Fed	Y	State	Y	FICA	Y		
				N		N		N		
Override		+	Expected Earnings \$			19 Date				
		-						Month	Day	Year

Dept.	Fund	Class	Analytical	F V	FS O	Campus	Amount	Percent

SIGNATURES

Department	Date		
Student Aid	Date	Payroll	Date