

New Mexico State University at Grants

Position Request Form

WORK STUDY

(All requests are subject to approval depending on funding, Administrative approval, and background check if applicable)

Work Study Award Amount \_\_\_\_\_ State \_\_\_\_\_ Federal \_\_\_\_\_
Financial Aid Spec \_\_\_\_\_ Date \_\_\_\_\_
Maximum of Hours of Eligibility Per Week \_\_\_\_\_ Rate of Pay: \$12.00 Per Hour
Work-study Type: Grants Campus \_\_\_\_\_ Main Campus \_\_\_\_\_

Job Function or Title Student Aide
Job Duties: \_\_\_\_\_
Start Date \_\_\_\_\_ End Date \_\_\_\_\_
Timesheet Org. Code \_\_\_\_\_ Index # \_\_\_\_\_

Name \_\_\_\_\_
Banner ID \_\_\_\_\_ NMSU email \_\_\_\_\_
Mailing Address \_\_\_\_\_
Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_
Highest Degree Received (include HS diploma or GED) \_\_\_\_\_
Date Degree Received \_\_\_\_\_
Month \_\_\_\_\_ Year \_\_\_\_\_

HR will notify you by email when you have been approved to work

BEFORE EMPLOYMENT BEGINS EVERY NEW HIRE MUST SEE HUMAN RESOURCES TO COMPLETE AND SUBMIT:

I-9 Form \_\_\_\_\_ W-4 Form \_\_\_\_\_ Background check Form \_\_\_\_\_ Resume \_\_\_\_\_

Supervisor of this position \_\_\_\_\_ Date \_\_\_\_\_
Business Manager III \_\_\_\_\_ Date \_\_\_\_\_
VPAA/Assoc. Campus Director \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only
Requisition # \_\_\_\_\_ Date Entered \_\_\_\_\_