

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: \$9.00 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 _____
Mailing Address _____
Phone Number _____ Date of Birth _____
Highest Degree Received (include HS diploma or GED) _____
Date Degree Received _____
Month _____ Year _____

I may not start working until the hiring process has been finalized and approval from NMSU has been confirmed.

Signature: _____ Date _____
Employee

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 _____