

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)

Rehire

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

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** _____

Campus Executive & Academic Officer _____ **Date** _____

For Office Use Only

Requisition # _____ Date Entered _____

Jan 2026