

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 _____

NMSU email _____

Banner ID _____

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 _____