

**New Mexico State University at Grants**  
**Position Request Form**  
**TEMPORARY/HOURLY**

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

Step 1: Submit the request form to the Human Resources office.

Step 2: Human Resource Liaison will forward the request to the Business Manager III for budget consideration.

Step 3: Business Manager III submits to Campus Executive & Academic Officer for approval.

Step 4: If approved, HR Liaison will enter into Banner and submit all hiring paperwork to Las Cruces.

Step 5: If necessary Las Cruces will conduct background check for anyone hired beyond 30 days.

**HR liaison will notify the designated supervisor of the approved starting date.**

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Job Function or Title \_\_\_\_\_

Job Duties (ex: will tutor Math for ABE) \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Proposed End Date \_\_\_\_\_

Timesheet Org. Code \_\_\_\_\_ Index # \_\_\_\_\_ Org # \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Per Hour Position # \_\_\_\_\_

Maximum Hours Working Per Week \_\_\_\_\_

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Applicant Recommended for hire:

Banner ID \_\_\_\_\_ NMSU email \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Highest Degree Received (include HS diploma or GED) \_\_\_\_\_

Date Degree Received \_\_\_\_\_  
Month Year

Retiree Status Not Retired \_\_\_\_\_ NMSU Retiree ERB Retiree

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

I-9 Form \_\_\_\_\_ W-4 Form \_\_\_\_\_ Application/Resume \_\_\_\_\_

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*Supervisor of this position* \_\_\_\_\_ *Date* \_\_\_\_\_

*Business Manager III* \_\_\_\_\_ *Date* \_\_\_\_\_

*VPAA/Assoc. Campus Director* \_\_\_\_\_ *Date* \_\_\_\_\_

For Office Use Only

Requisition # \_\_\_\_\_

Date Entered \_\_\_\_\_