

**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 Business Manager III for budget consideration
  - Step 2 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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<i>Supervisor of this position</i> _____	<i>Date</i> _____
<i>Print Supervisor Name</i> _____	<i>Date</i> _____
<i>Business Manager III</i> _____	<i>Date</i> _____
<i>Campus Executive &amp; Academic Officer</i> _____	<i>Date</i> _____

**For Office Use Only**

Requisition # \_\_\_\_\_ Date Entered \_\_\_\_\_