

New Mexico State University at Grants

Position Request Form

WORK STUDY

(All requests are subject to approval depending on funding, Business Manager III approval, and background check if applicable)

WORK STUDY AWARD: Award Amount \_\_\_\_\_ State \_\_\_\_\_ Federal \_\_\_\_\_

Financial Aid Assistant \_\_\_\_\_ 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

If this is a replacement, please enter name of student being replaced \_\_\_\_\_

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

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

Name \_\_\_\_\_

Banner ID \_\_\_\_\_

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

NMSU email \_\_\_\_\_

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

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

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

I understand that 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* \_\_\_\_\_

*Campus Executive Officer* \_\_\_\_\_ *Date* \_\_\_\_\_

*Campus Finance Officer* \_\_\_\_\_ *Date* \_\_\_\_\_

**For Office Use Only**

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