2014 DEPARTMENTAL SUMMER HIRE REQUEST FORM

DEPARTMENT INFORMATION

DEPARTMENT NAME: _________________________________________________________

BANNER ORGANIZATION CODE: _____________________________________________

POSITION STATUS: PART-TIME SUMMER STAFF

POSITION INFORMATION (attach additional sheets as necessary)

DESCRIPTION OF POSITION(S) BEING REQUESTED:

Position #1: ________________________________________________________________ Number of Position #1 Needed: ______

Position #2: ________________________________________________________________ Number of Position #2 Needed: ______

Position #3: ________________________________________________________________ Number of Position #3 Needed: ______

Position #4: ________________________________________________________________ Number of Position #4 Needed: ______

PROVIDE JUSTIFICATION FOR THE POSITION(S) BEING REQUESTED:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

IMPACT IF THIS REQUEST IS NOT APPROVED?

____________________________________________________________________________________

____________________________________________________________________________________

ENTER EXPECTED TOTAL GROSS COMPENSATION TO BE PAID FOR ALL POSITIONS: $__________

Note: These positions are permitted to work between May 11, 2014 – August 30, 2014. The rate of pay for these positions is $7.95/hour for new Summer Students and $8.20/hour for Summer Students returning to the same department. Any deviation from these rates must be pre-approved by the Vice President for Finance.

APPROVALS (all positions must be PREAPPROVED)

INITIATED BY (REQUESTOR): __________________________ DATE:____________________

DEAN (Academic Division Only): __________________________ DATE:____________________

DIVISION VICE PRESIDENT: __________________________ DATE:____________________

HUMAN RESOURCES: __________________________ DATE:____________________

BUDGET DIRECTOR: __________________________ DATE:____________________

A copy of this approved request form must be attached to each 2014 PART-TIME SUMMER HELP EMPLOYEE STATUS FORM.