2015 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 10, 2015 – August 29, 2015. The rate of pay for these positions is $8.10/hour for new Summer Students and $8.35/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:____________________

BUDGET DIRECTOR:_____________________________________________________ DATE:____________________

(Academic Division: D. Wong / All other departments: J. Dillon)

HUMAN RESOURCES:____________________________________________________ DATE:____________________

A copy of this approved request form must be attached to each 2015 PART-TIME SUMMER HELP EMPLOYEE STATUS FORM.