



## 2016 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 8, 2016 – August 27, 2016**. 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 approved in advance by Rich Mausser.**

### 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 2016 PART-TIME SUMMER HELP EMPLOYEE STATUS FORM.