**INSTRUCTIONS:** Complete and submit this form to the HR & Talent Officer to request an appointment letter be prepared for any summer student employment which you have offered.

* HR will contact the Hiring Manager when the letter and the new employee forms are ready. Letters and accompanying forms and documents will be emailed to the Hiring Manager.
* Please include the new hire’s personal information in the space provided & attach a copy of their resume.
* The Hiring Manager (not designates) must sign this request form.
* You may request appointment letters for up to two (2) student workers on one request form.

|  |  |
| --- | --- |
| STUDENT WORKER’S NAME: **Insert information here** | |
| EMAIL ADDRESS: **Insert information here** | |
| POSITION TITLE **Insert information here** | DEPARTMENT NAME & #: **Insert Information here** |
| START DATE: MONTH DAY YEAR | END DATE: MONTH DAY YEAR |
| CAMPUS: **Insert information here** | WEEKLY HOURS: 35 |
| HOURLY RATE: $15.66 per hour | IS THIS A “SEP” FUNDED STUDENT POSITION: **Select answer here**  (if **YES**, see next line) |
| HAS THIS STUDENT BEEN APPROVED BY THE ASSOCIATE REGISTRAR FOR “SEP” FUNDING? **Select answer here** | |
| What department should Overtime/Differential pay be charged to? **Write Department # here** | |
| Additional Information for the Letters: **Insert information here** | |

|  |  |
| --- | --- |
| STUDENT WORKER’S NAME: **Insert information here** | |
| EMAIL ADDRESS: **Insert information here** | |
| POSITION TITLE **Insert information here** | DEPARTMENT NAME & #: **Insert Information here** |
| START DATE: MONTH DAY YEAR | END DATE: MONTH DAY YEAR |
| CAMPUS: **Insert information here** | WEEKLY HOURS: 35 |
| HOURLY RATE: $15.66 per hour | IS THIS A “SEP” FUNDED STUDENT POSITION: **Select answer here**  (if **YES**, see next line) |
| HAS THIS STUDENT BEEN APPROVED BY THE ASSOCIATE REGISTRAR FOR “SEP” FUNDING? **Select answer here** | |
| What department should Overtime/Differential pay be charged to? **Write Department # here** | |
| Additional Information for the Letters: **Insert information here** | |

**Hiring Manager’s Name: Click here to insert Hiring Manager’s name**

**Hiring Manager’s Signature: Date: Insert date here**