

Lincoln University
Grants & Sponsored Programs
Student Employment Request 2005 - 2006
Personnel Action Request Form

Please complete and submit this form in its entirety to the Office of Student Employment.
Each section **must be** completely filled by the designated office to be processed.

The student must report to the Office of Student Employment to complete the hiring paperwork before he/she can begin working. Student may begin working upon approval by the Program Monitor and the Program Director. **The supervisor should not instruct the student to begin working prior to such authorization.** It will be the sole responsibility of the Program Director upon receiving a copy of this form to notify the student that he/she may begin work. By signing this form, the Program Monitor and Program Director validate funding is available to pay the student and accept the terms and agreements set forth. **Forms not signed and dated by Program Monitor will not be processed.**

To Be Completed By Hiring Department

Grant/Special Program: _____ Ext: _____

Location: _____ Budget Code (i.e. 12-3456) _____ - _____

Grant Monitor Signature (Melvie Hall-Bellinger) _____ Date _____

Program Director Signature _____ Date _____

Student Employee Supervisor: _____ Signature: _____

Student's Name: _____ SSN#: _____ - _____ - _____

Student Position Title: _____

Weekly Hours: _____ Rate of Pay: _____
(maximum of 20 hours per week is allowed; rate of pay is \$6.00, unless otherwise specified by
Department Head)

Total Award Requested: _____
(will not be processed without this amount filled in)

Hiring Student for: Fall Semester _____ Spring Semester _____ Summer Session _____

Start Date: _____ End Date: _____
(contract remains in effect unless/until student is terminated or funds are consumed)

To Be Completed By the Business Office

___ Student **Approved** for funding through Grants & Special Programs

___ Student **Denied** funding through Grants & Special Programs

Reason Denied: _____

Authorized By: _____ Signature: _____

Date: _____