

College of Business

Personnel Action Requisition for Student Employees

Unit:		Number of Position			
Job Title:		Funding Source(s):	Index(es)	Activity Code	% of FTE
Hourly rate:					
Supervisor:		Effective Date			
Indicated Purpose of Student Employment Personnel Change:					
	Fill existing position	or	Fill new p	position	
Filling Existing Position: List Student Name and Last date of employment					
week, and length o source of funding.	f expected employment. If p	position including description of osition to be funded by externation to be funded by externation of the control of the contro			
College/Business Center Use Only:					
Limite Commencia	Signature:				
Unit Supervisor Approval:	Notes:		Date:		
	Signature:				
Budget Approval:	Notes:		Date:		

Once form is approved to fill student position, copy of signed form should be provided to COB Faculty Services, Austin 302, to begin search and hiring process.