



College of Business

Personnel Action Requisition for Student Employees

Unit:		Number of Positions:	
Job Title:		Funding Source(s):	<small>Index(es) Activity Code % of FTE</small>
Hourly rate:			
Supervisor:		Effective Date	
Indicated Purpose of Student Employment Personnel Change:			
Fill existing position		or	Fill new position
Filling Existing Position: List Student Name and Last date of employment			
<p>For student hires, provide brief justification for position including description of duties, skills, education level, hours per week, and length of expected employment. If position to be funded by external funding, provide information on source of funding.</p>			
College/Business Center Use Only:			
Unit Supervisor Approval:	Signature: Notes:	Date:	
Budget Approval:	Signature: 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.