MANDEL SCHOOL STUDENT HIRE REQUEST
(for new student employees)

Student (if known) 

Job Duties 

Supervisor 

Source of Funds 

Employment Start and End Date 

Estimated Hours Per Week 

Estimated Total Number of Hours 

Pay Type

- Hourly (see student employment handbook for rates)
- Lump sum stipend (short-term work)
- Payment request (intermittent or short-term work)

Hourly Pay 

Monthly/Total pay 

If stipend or payment request, please explain how amount requested was arrived at:

Approvals:

Supervisor ___________________________ Date ___________________________

Budget Authorization ___________________________

HR Authorization ___________________________