MANDEL SCHOOL STUDENT HIRE REQUEST

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)
- ○ Monthly (doctoral students only)

Hourly Pay

Monthly/Total pay

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

Approvals:

Supervisor _____   Date _____

Employee _____

Budget Authorization _____