

# MANDEL SCHOOL STUDENT HIRE REQUEST

Student (if known)

Job Duties

Supervisor

Source of funds

---

Employment Start and End Dates

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