

# APSU Student Employment Request Form

**To maintain federal compliance, this form and all other required employment documentation must be completed and processed by Human Resources *before* any student starts a work assignment. To complete the required documentation, a student must attend an orientation session hosted by HR. When the student is eligible to begin working, the student and the supervisor will be notified by e-mail.**

## Employee Information

Student's Last Name	Student's First Name
Student E-mail Address	Student ID #

## Assignment Information

Position Title			Posting ID	
Department			Position #	
Target Start Date			Hourly Rate	
<b>FOAP</b> <small>(Must Correspond with Position #):</small>	Fund	Org	Account	Program
Who Will Approve This Student's Timesheet?	Supervisor		Timekeeping Location	

**All positions will terminate at the end of one academic year (unless terminated by the department). If you wish to rehire a student employee into the same position, please complete the APSU Student Employment Change Request form at the appropriate time. If the position is grant-funded and requires a specific end date, please contact HR.**

## Approval Signature(s)

Hiring Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grants Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(If Applicable) (Director of Grants & Sponsored Research)*

Grants Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(If Applicable) (Grants Accountant)*