



PAYROLL OFFICE

# Student Employment Academic Year Roster Request Form

*Please be sure to complete all applicable information*

**INSTRUCTIONS:**      **Year: 2012-2013**

Complete a *separate form* for each unique job title. Refer to the Student Employment Handbook for additional information.

*The academic year runs Aug. 26, 2012 to May 18, 2013.*

**Job Supervisor:** \_\_\_\_\_ **Box#:** \_\_\_\_\_

**Student Job Title:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_ - 6160

**Wage Org/Acct**

Student Name	ID#	Job Level	Start Date if not the start of the year	End Date if not the end of the year	Hours per Week	Comments
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Student Job Supervisor \_\_\_\_\_

Budget Director \_\_\_\_\_

*Print Name*

*Signature*

*Date*