MICHIGAN STATE UNIVERSITY | Extension

Pre-Approval Request Form
Student Employee

For use within MSU Extension Only

Student must be enrolled at Michigan State University to be hired as a student employee.

If student is enrolled elsewhere, please refer to temporary and on-call hiring procedures.

This form must be completed and submitted a minimum of four **(4) weeks prior to the desired state date.** To submit the form, you can either click the icon at the bottom of the form, or send to MSUE.TOC.Student@msu.edu.

*For additional information, please refer to the **MSUE Employment Guide for Student Employment,** located on the **MSUE HR web page:** http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms.

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*Fields in red are required

Important items to note before hiring a student employee:

• **Student employment may result in benefit costs being incurred, at a rate of $428.57/month (subject to change). Your budget should reflect how you plan to cover those costs. The account/sub-account numbers provided below will be utilized for those charges, unless otherwise indicated.**

• **Student employee must be a current MSU student who is registered and enrolled.**

• **U.S. citizens and permanent residents cannot work over 29 hours per week on ALL jobs combined.**

• **International students cannot work over 20 hours per week on ALL jobs combined.**

• **ALL students may work up to 40 hours per week starting finals week, the periods between semesters, the week of spring break, the first week of fall classes and during summer semester.**

Short Description of Work:

MSUE Institute/Organizational Unit:

Program/ Initiative:

Supervisor for this position:

Organization/Position Information:

Work Location (building name/address):

On-campus:
* if on-campus will the student be driving a University vehicle?   Yes   No

Off- campus County:

Is this a Student Internship?   Yes   No

If yes, will the internship be paid?   Yes   No

Pay and Funding Information:

Proposed Employment Period: start date: end date:

Proposed Rate of Pay (per hour): $

Terms of the Grant/Funding arrangement:

- Total dollars allocated to fill this vacancy: $

- Length of funding arrangement or grant:

    start date: end date:

- Name of Funding Sources (i.e. name of acccount or grant):

- Does the grant(s) include language to support fringe/benefit costs?
                                                              Yes   No   N/A

Account(s) and Sub-account(s) for salary and fringe costs

Please include **percentages** to be charged on each account; **total must be 100%**

Account #:	Sub-account & Cost Center:	Percentage:
Account #:	Sub-account & Cost Center:	Percentage:
Account #:	Sub-account & Cost Center:	Percentage:
Account #:	Sub-account & Cost Center:	Percentage:
		Total Percentage:

If you have an individual identified to fill this position, please complete the information below:

- **Email Address of student being hired:**

- **Full Legal Name** (as it appears on the social security card)
    - o **Last:**
    - o **First:**
    - o **Middle:**

- **APID**:

- **Is this individual currently working/or have they worked for MSU or MSU Extension in the past?**Yes   No

Name of person submitting this request:

Date:

Notes/Comments:

For use by MSU Extension HR Only

Job Title:

Job Reference #:

                              Notes/Comments:

Approvals:
    FO
    ID and/or DD
    HR