



# STUDENT REQUISITION/STATUS CHANGE

Date of Request: \_\_\_\_\_ M 

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(Only use MTU ID numbers)

Name: \_\_\_\_\_ Dept. Org #: \_\_\_\_\_  
Last First M.I.

Student Type:  Undergraduate  \*Graduate Check Dept #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ e-mail: \_\_\_\_\_

New hire  Rehire  New hire to department  Additional Pay Rate  
(I9's, W4's and Social Security Card must accompany new hires)

**HOURLY STUDENT EMPLOYMENT**  Work Study Position/Suffix: \_\_\_\_\_

Hrly Rate: \_\_\_\_\_ \*Index #: \_\_\_\_\_ Acct Code: \_\_\_\_\_ Time Sheet Org #: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Type of Work:  Clerical  Food Svc  Maint  Other

**GRADUATE STUDENTS ON STIPEND**  Change in rate Position/Suffix: \_\_\_\_\_

GRA/GA  GTA/GTI  GADE/GADI Stipend Amt: \_\_\_\_\_ Stipend Wks: \_\_\_\_\_ BW Hours: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ \*Index #: \_\_\_\_\_ Acct Code: \_\_\_\_\_

**CHANGES TO EXISTING JOBS** Position/Suffix: \_\_\_\_\_

Hourly pay rate: \_\_\_\_\_ \*Index #: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\*Index #: \_\_\_\_\_ Acct Code: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Terminate job end date: \_\_\_\_\_  Extend end date to: \_\_\_\_\_ \*Index #: \_\_\_\_\_

Change Check Dept. to: \_\_\_\_\_  Other: \_\_\_\_\_

**APPROVALS**

Department: \_\_\_\_\_ Date: \_\_\_\_\_

\*Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_

\*Research Accounting: \_\_\_\_\_ Date: \_\_\_\_\_