CLEAR FORM

STUDENT REQUISITION/STATUS CHANGE

Date of Request: _____ M | | | | | | | | |

(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: _____

All Changes Involving Research Indexes or Graduate Students Require an Approval Signature 04/16/2009