

**REQUEST FOR APPOINTMENT OF STUDENT EMPLOYEE
DIVISION OF HUMAN RESOURCES**

TO: OFFICE OF CLASSIFIED STAFFING

FROM:

DATE:

Please take the necessary action to employ the individual identified below as a Student Employee.

The appointment of this individual complies with the Montclair State University Student Employment Policy (2006), and I have verified the appointee's eligibility to work as a Student Employee during the appointment period.

For all first time student employees, I have attached a copy of their social security card and a completed I-9 (with copies of identification) and W4 forms.

DEPT. DIRECTOR SIGNATURE PRINT NAME EXT.

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TO BE COMPLETED BY REQUESTING DEPARTMENT:

EMPLOYEE NAME: _____ STARTING DATE: _____

CWID: _____ ENDING DATE: _____

REQUESTING DEPARTMENT: _____ DIV DEPT UNIT TIME/KEEP

FRS ACCOUNT # : _____

HOURLY RATE OF PAY: _____ HOURS PER WEEK: _____

REQUESTED RANGE (Please check one): TITLE: _____

UNDERGRADUATE: 1 2 3 4 5

GRADUATE: 1 2 3

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TO BE COMPLETED BY OFFICE OF CLASSIFIED STAFFING/PAYROLL SERVICES

G010: _____

G020: _____

Classified Staffing Services Date

Payroll Services Date