SUMMER EMPLOYMENT REQUEST

This form must be completed prior to any shift or punches that will be charged as regular wage. Approval is not guaranteed and is not granted until approved by the Norris Director or a Business Operations representative.

Student Name: ___________________________ Student ID Number: ________________

Supervisor Name: ___________________________ Department: ___________________________

Is this an Existing Employee?

[ ] Yes - From which department? ___________________________
[ ] No – Did they work on campus in the past? ___________________________

Summer Hiring Status:

[ ] Regular Wage Employee - Work-Study Funding (during school year)
[ ] Regular Wage Employee all year round
[ ] Temporary Non-student Employee
[ ] Temporary Non-student Employee (graduate)

Budgetary Considerations:

Effective Date: ___________________________

<table>
<thead>
<tr>
<th>Wage</th>
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</thead>
<tbody>
<tr>
<td>Hrs/Week</td>
</tr>
<tr>
<td>No. Weeks</td>
</tr>
<tr>
<td>TOTAL SUMMER BUDGET IMPACT</td>
</tr>
</tbody>
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= ___________________________

Employee is only authorized to work the above hours/week. Any deviation from the above schedule must be re-submitted and re-approved prior to working additional hours.

Approvals:

Supervisor: ___________________________

Business Operations or Norris Director: ___________________________