

**REQUEST TO EMPLOY THROUGH REGULAR PART TIME COLLEGE PAYROLL**

**PSC STUDENT**

**OTHER**

\_\_\_\_\_ requests that \_\_\_\_\_  
(Name of Department) (Last name, First name)

be hired through College Payroll from \_\_\_\_\_ funds for the period  
(Budget Code)

beginning \_\_\_\_\_ and ending on \_\_\_\_\_.  
(Date) (Date)

We estimate that this person will earn \$ \_\_\_\_\_ during this period at the hourly rate of \$ \_\_\_\_\_ for the position of \_\_\_\_\_.

Signed: \_\_\_\_\_  
(Dean/Director) (Date)

**RETURN TO:**

1. Area Vice-President  Approve  Disapprove

Signed \_\_\_\_\_ Date: \_\_\_\_\_

2. VPAF  Approve  Disapprove

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**WORK IS NOT AUTHORIZED UNTIL THIS FORM IS SIGNED & RETURNED BY THE VPAF.**

**\* Should a PSC student drop to "half time or less" enrollment status, the student must notify the supervisor and the payroll department.**

FOR PAYROLL USE ONLY: Background check: N/A \_\_\_\_\_ Completed \_\_\_\_\_

Dept No. \_\_\_\_\_ Position No. \_\_\_\_\_ SAP Personnel ID # \_\_\_\_\_

Copies to: Requesting Dept., and VPAF