

BSU EMPLOYMENT REQUEST FORM

Department: _____ **Supervisor:** _____
Account Number: _____ **Date:** _____
(Fund and Org Required)

Check Appropriate Box: **Extra Help** **RSE (Reg. Student Employee)** **Temp Help**
 New Position **Vacant Position, Previous Incumbent:** _____

If "new" employee, attach New Employee Data Sheet & related forms, available at
<https://www.bluefieldstate.edu/resources/human-resources/forms>.

Type or Print Names of Extra Help Employees in the Space Provided Below

STUDENTS MAY NOT EXCEED 20 HOURS PER WEEK DURING REGULAR AND/OR BREAK PERIODS WITHOUT PRIOR APPROVAL

Name	BSU BANNER ID# (Do not use Social Security Numbers)	# hrs/wk	Rate of Pay Cannot use: "Do Not Exceed"	Total amount to be encumbered

ALL THE ABOVE ITEMS TO BE COMPLETED BEFORE ROUTING FOR SIGNATURES

Date to Start Work*: _____ **Expected Length of Employment:** _____

***Important:** Employees may not begin work until all BSU signatory approvals have been obtained and the request has been approved by the WV Budget Office via wvOASIS. Supervisors may call Payroll (x4046) to confirm approval and start date for any new hire. Monies can be encumbered in a 12-month period per request, from July 1 – June 30.

It is the requesting department's responsibility to obtain approvals in advance of when the work is to begin, to monitor employment dates, to ensure extra help employees do not work more than 1,000 hours in a 12-month period, and to stay within budget/monies encumbered.

Detailed Explanation of Duties:

Signatory Approvals (Please route in the approval sequence indicated):

1. Supv/Director/Chair/Dean	2. 2 nd Level Supervisor
Date	Date
3. Cabinet-Level Administrator	4. Director- Title III (if Title III funds used)
Date	Date
5. Chief Financial Officer	
Date	

Note: It is the Requestor's responsibility to obtain all necessary signatures prior to delivering this form to the Office of Human Resources.

HR Use Only:
Transaction #: _____ **Acct #:** _____ **Date to BSU Payroll:** _____