

# BSC 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. <http://bluefieldstate.edu/documents/forms/new-hire-applicant>.

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	BSC BANNER ID# <span style="color: yellow;">(Do not use Social Security Numbers)</span>	# hrs/wk	Rate of Pay <span style="color: yellow;">Cannot use: "Do Not Exceed"</span>	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 BSC signatory approvals have been obtained and the request has been approved by the WV Budget Office via wvOASIS. The requesting department will receive written notice of State approval from the BSC Office of Human Resources. Monies can be encumbered in a 6-month period per request, from July 1 – December 31, or January 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                      Date         | 2. 2 <sup>nd</sup> Level Supervisor                      Date |
| 3. Cabinet Level Supervisor                      Date         | 4. Director- Title III Brace                      Date        |
| 5. VP for Financial & Admin. Affrs.                      Date | 6. President                      Date                        |
| 7. Human Resources                      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 #: \_\_\_\_\_ Budget Ofc. Date: \_\_\_\_\_  
 Form Revised: 07/29/2016