

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# <small>(Do not use Social Security Numbers)</small> | # hrs/wk | Rate of Pay <small>Cannot use: "Do Not Exceed"</small> | Total amount to be encumbered |
|------|---|----------|---|-------------------------------|
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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 Date | 2. 2 nd Level Supervisor Date |
| 3. Cabinet-Level Administrator Date | 4. Director- Title III (if grant funded) Date |
| 5. Chief Financial Officer Date | 6. President 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: _____