

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 vvOASIS. 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 (275 characters max) If additional detail is needed, please attach to form:

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

1. Supv/Director/Chair/Dean _____ Date _____

2. 2nd 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: _____