

Student Employee Personnel Requisition

**ACTION** (check one):       A) Hire       B) Change Title/Wage       C) Termination

**COMPLETE FOR ALL ACTIONS- STUDENT INFORMATION:**

Name:	MSU Net ID:
PID: A	Phone # and Email:
Supervisor:	Room #:
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently enrolled at MSU? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have relatives working in <u>this</u> department? <input type="checkbox"/> Yes (Name(s): _____ ) <input type="checkbox"/> No	Do you have Work-Study? <input type="checkbox"/> Yes <input type="checkbox"/> No

**A) COMPLETE FOR NEW HIRES:**    New student employees must have an I-9 completed before they can start employment.

Effective Date:	Pay Rate:
Account/Sub-Acct #:	Job Title/Level:

**B) COMPLETE FOR ANY PAY or other CHANGES FOR CURRENTLY WORKING STUDENT EMPLOYEES:**

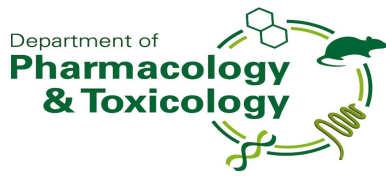
Effective Date:	<b>NEW</b> Pay Rate:
Account/Sub-Acct #:	<b>NEW</b> Job Title/Level:

**C) COMPLETE WHEN TERMINATING STUDENT EMPLOYEE:**

Effective Date:	Last Day Worked:
Reason for Termination:	
<b>All hours must be approved in EBS before termination.</b>	
Work Performance: (check one): <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
<i>*It is the supervisor's responsibility to remove all access granted.</i>	

EBS Updated     I-9 Completed     Time Entry Info Sent

Send completed forms to [pgregory@msu.edu](mailto:pgregory@msu.edu) or [whitma36@msu.edu](mailto:whitma36@msu.edu)



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## STUDENT PAY RATES

### **MSU STUDENT EMPLOYMENT** **CURRENT PAY RATES**

**August 2021 through August 2022**

Level I	\$9.65 -\$15.58
Level II	\$13.26-\$20.26
Level III	\$16.36-\$27.27
Level IV	\$21.82-\$91.06

For a complete list of Student Employee Titles and Pay Rates go to:  
<https://hr.msu.edu/ua/hiring/documents/StudentJobDescriptions.pdf>