

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:

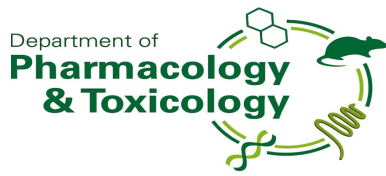
Effective Date:	NEW Pay Rate:
Account/Sub-Acct #:	NEW Job Title/Level:

C) COMPLETE WHEN TERMINATING STUDENT EMPLOYEE:

Effective Date:	Last Day Worked:
Reason for Termination:	
All hours must be approved in EBS before termination.	
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



STUDENT PAY RATES

MSU STUDENT EMPLOYMENT **CURRENT PAY RATES**

August 2022 through August 2023

Level I	\$9.87 -\$16.05
Level II	\$13.66-\$20.87
Level III	\$16.85-\$28.09
Level IV	\$22.47-\$89.27

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