

Student Temporary Request Form

Date: _____

Campus: (*Check One*) ☐ Illinois ☐ Arizona

Department Name: _____ Supervisor Name (timecard approver): _____

Department Contact (if different than supervisor): _____

Student Name	Hourly Rate	Hours per week	# of weeks	Start Date	End Date	Total Pay

Payroll/UKG Information:

All student workers are required to clock in/out or submit a timecard for all hours worked. HR will provide direction for which method to use.

- If this student temp position is their only job they will clock in/out using the time clocks.
- If the student temp is also a FWS or Tutor, they will submit a paper timecard to payroll for this student temp job. The student temp can obtain paper timecards from payroll.

Budget Information: Are funds budgeted for this expenditure? ☐ Yes ☐ No

Fund Code: _____ Department Code: _____ Object Code: _____ Project Code: _____

Justification of request for temporary student:

Supervisor's Authorization: _____ Date: _____

Dean or VP Authorization _____ Date: _____

Business Services Authorization: _____ Date: _____

Human Resources Authorization: _____ Date: _____