

**REQUEST FORM
FOR
STUDENT WAGE EMPLOYMENT**

BUDGET CODE _____ DATE _____

STUDENT'S NAME _____ GEN ID# V _____

ENROLLMENT STATUS DURING EMPLOYMENT: FULL-TIME- Enrolled PART-TIME-Enrolled
 FULL-TIME – Not Enrolled PART-TIME- Not Enrolled

JOB TITLE _____ SUPERVISOR _____

DEPT _____ TELEPHONE # _____ P.O. Box _____

The purpose of this form is to request the employment of a Virginia State University student in the Student Wage Employment Program. The source of payment is Departmental Funding.

Requestor:

1. Please complete and submit this form to the Office of Student Financial Aid, Gandy Hall, Room 104, **AT LEAST FIVE (5) WORKING DAYS BEFORE** the projected beginning date of employment.
2. Have student complete the Application of Employment for the State of Virginia @<https://jobs.agencies.virginia.gov>
3. An A-21 must be completed with all signatures as required.(Start date of employment must correspond with start date on the A-21)
4. Once the contract request is completed, the Regular Student Wage Employment Contract is issued to the requesting department.
5. The application of employment, A-21 and contract must be sent to the Budget Office for approval, then Human Resources.

Student:

- The I-9 form MUST be completed IN the office of Human Resources on the day employment begins with the original Social Security Card **or** Birth Certificate **or** Passport of employee..
- A student CANNOT work Regular Student Employment and College Work Study.
- A student can work twenty-five (25) hours per week.
- A student can work during the Summer, If he/she is enrolled for the Fall semester of the upcoming academic year.*****

(Please complete all sections)

Period of employment FROM: ____/____/____ TO: ____/____/____

Maximum Funding Available: \$ _____

Hourly Rate: \$ _____

Requestor's Signature _____

Contract request forms may be mailed or e-mailed or faxed to: Zelda Tucker-Dugger
Work Study Coordinator
E-mail: zdugger@vsu.edu
Mail: P. O. Box 9031, Campus
Faxed: 804-524-6818
Telephone: 804-524-5329

DO NOT WRITE BELOW THIS LINE

RSE CONTRACT RECEIVED ____/____/____

RSE CONTRACT SENT ____/____/____