

Student Appointment Request Form

Today's Date: _____

Name of student employee (first, middle and last):

Total number of credits student **is currently enrolled in:** _____

WIN:

Provide date of birth (mm/dd/yyyy) if this is a new employee to WMU:

Address (include street, city, state and zip code):

Dates of employment (list actual calendar dates, beginning and ending dates):

Supervisor's name:

Compensation, list hourly wage and maximum number of hours in the budget:

Account to be charged (i.e. differential tuition or specific account code):

Purpose, list major duties:

Remember all student appointments require a completed job application (obtained in FSoA office), and must be approved by the FSoA Director and Budget Analyst before a time sheet can be created and work begins.