

STUDENT APPOINTMENT REQUEST FORM

Note: To qualify for student employment at LSUA you ~~must~~ be a full time student with course load of 12 credits in the Fall & Spring semester and have a 2

TO THE STUDENT: Read carefully and sign as indicated below.

1. In order to work on campus you MUST be enrolled as a full time student and have a GPA of 2.0 or higher.
2. It is your responsibility to see that your time is entered via Workday by the appropriate date in order for you to be paid on .8(o)24d2(or)]T51.40312.3(d 0 Td.6(Pm_HMt)-9(s)-9.2()]TJ -0.008 29.88 0.72 r.771 0 6d)1
3. You cannot work more than 20 hours per week.
4. It is your responsibility to notify your supervisor and HRM if Signature

To the Supervisor: Complete the information in this box. The student may not begin working until the appointment process is complete and HRM has notified you that the student may begin work on MMT

Revised May 2019

Registrar's Office: PC# _____

APPROVED

NOT APPROVED

Cumulative GPA

Current Hrs. Enrolled

Initials

Date

Financial Aid Office PC# _____

APPROVED

NOT APPROVED

Semester Allotment (Work Study Only)

Initials

Date