

## Student Employment Action Form

<b>Form Submitter Name:</b>		<b>Today's Date:</b>	
<b>Request Type</b>	<input type="checkbox"/> Request to Post Position <input type="checkbox"/> Request to Make an Offer		
<b>Employee Information</b>			
<b>Supervisors's Name:*</b>		<b>Effective Change Date:*</b>	
<b>Supervisor's Email:*</b>		<b>Number of Positions:</b>	
<b>Position Title:</b>			
<b>Classification:</b>	<input type="checkbox"/> <b>A:</b> Student Employment (General) <input type="checkbox"/> <b>B:</b> Overnight Security/Snow Removal <input type="checkbox"/> <b>C:</b> Student Supervisor/Certified Athletic Trainers		
<b>Position Duration</b>	<input type="checkbox"/> Summer 2024: Through June 30, 2024  <input type="checkbox"/> Summer 2024: July 1, 2024 until the start of Fall 2024		
<b>Position Category:</b>	<input type="checkbox"/> <b>General Student Employment</b> - Employment opportunities on campus, prioritized for Federal Work Study eligible students <input type="checkbox"/> <b>Non-Academic Essential</b> - essential to supporting college operations <input type="checkbox"/> <b>Grant Funded</b> - directly supporting faculty through externally funded grants <input type="checkbox"/> <b>Other:</b> _____ (If other, contact Student Employment at studentemployment@merrimack.edu)		
<b>Position Budget Details</b>			
<b>Department Name:</b>			
<b>Cost Center Function Code:</b>		<b>Approved Cost Center Function Code:</b>	
<b>Expected Weekly Hours:</b>		<b>Approved Weekly Hours:</b>	
<b>Expected Semesterly Hours:</b>		<b>Approved Semesterly Hours:</b>	
<b>Approved Pay Class</b>	<input type="checkbox"/> <b>A</b> <input type="checkbox"/> <b>B</b> <input type="checkbox"/> <b>C</b>	<b>Position Control Number:</b>	
<b>Approved Total Budget:</b>	\$	<b>Approved To:</b>	
<b>Approved Time Frame for Budget</b>	<input type="checkbox"/> Summer 2024: Through June 30, 2024  <input type="checkbox"/> Summer 2024: July 1, 2024 until the start of Fall 2024	<input type="checkbox"/> Post <input type="checkbox"/> Make an Offer (RTVO)  Once verbal offer is confirmed, contact Student Employment: studentemployment@merrimack.edu	
<b>Approvals/Signatures - Sign &amp; Print Name</b>			
1. Hiring Manager	Date	4. HR	Date
2. Dean/Vice President	Date	5. Center for Student Employment	Date
3. Budget Office	Date	6. VP	Date
<b>CONFIDENTIAL</b>			

**Disclaimer:** Submission of this form does not constitute approval to hire. Students should not start work until you receive full approval for this position.

### Purpose & Process Overview

The purpose of this form is to provide Student Employment with student employee hiring information. Please follow the instructions below to complete the process.

### Instructions

1. Review the Student Employment Action Form in its entirety before completing to be sure that all information is available.
2. Utilize the Definition Key
3. Fill out all unfilled sections, the "Approved" filled sections will be completed by the approving department.
4. Once complete, please send the Student Employment Action Form to Student Employment at [studentemployment@merrimack.edu](mailto:studentemployment@merrimack.edu). Once received and reviewed the form will be routed for approval.

### Definition Key

**Cost Center** - funding source

**Other** - provide explanation and contact Student Employment at [studentemployment@merrimack.edu](mailto:studentemployment@merrimack.edu).

#### **Pay Classifications**

- **Class A:** Student Employment (General). This position often provides administrative support such as answering phones, responding to e-mails, copying or making name tags. Outside of the office, support could include registration at events, supporting department operations, lifting up to 25 pounds, and van driving.
- **Class B:** Overnight Security/Snow Removal Team
- **Class C:** Student Supervisor / Research Assistants (Grant-funded only) / Certified Athletic Trainers. Student Supervisor must supervise a specific building or other students and must be vetted and approved by the Center for Student Employment. Research Assistants through externally funded grants serve as lab assistants with no experience except for lab courses. Certified Athletic Trainers. Certified Group Exercise Instructors.

*Please email Student Employment at [studentemployment@merrimack.edu](mailto:studentemployment@merrimack.edu) for any questions regarding how to complete this form.*

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