

Student Employment Action Form

Form Submitter Name:		Today's Date:	
Request Type	<input type="checkbox"/> Request to Post Position <input type="checkbox"/> Request to Make an Offer		
Employee Information			
Employee's Name:*		Effective Change Date:*	
Student ID:*		Merrimack Email:*	
Position Title:		Number of Positions:	
Classification:	<input type="checkbox"/> A: Student Employment (General) <input type="checkbox"/> B: Overnight Security/Snow Removal <input type="checkbox"/> C: Student Supervisor/Certified Athletic Trainers		
Position Duration	<input type="checkbox"/> One Time Service <input type="checkbox"/> Summer 2022 <input type="checkbox"/> Academic Year 2022-2023 <input type="checkbox"/> Fall 2022 Only: August-December 2022 <input type="checkbox"/> Winter Term <input type="checkbox"/> Spring 2023 Only: January-May 2023		
Position Category:	<input type="checkbox"/> General Student Employment - Employment opportunities on campus, prioritized for Federal Work Study eligible students <input type="checkbox"/> Non-Academic Essential - essential to supporting college operations <input type="checkbox"/> Grant Funded - directly supporting faculty through externally funded grants <input type="checkbox"/> Other: _____ (If other, contact Student Employment at studentemployment@merrimack.edu)		
Position Budget Details			
Department Name:			
Cost Center Function Code:		Approved Cost Center Function Code:	
Expected Weekly Hours:		Approved Weekly Hours:	
Expected Semesterly Hours:		Approved Semesterly Hours:	
Approved Pay Class	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	Position Control Number:	
Approved Total Budget:	\$	Approved To:	
Approved Time Frame for Budget	<input type="checkbox"/> One Time Service <input type="checkbox"/> Summer 2022 <input type="checkbox"/> Academic Year 22-23 <input type="checkbox"/> Fall 22 Only: Aug.-Dec.22 <input type="checkbox"/> Winter Term <input type="checkbox"/> Spring 23 Only: Jan.-May 23	<input type="checkbox"/> Post <input type="checkbox"/> Make an Offer (RTVO) Once verbal offer is confirmed, contact Student Employment:studentemployment@merrimack.edu	
Approvals/Signatures - Sign & Print Name			
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
CONFIDENTIAL			

**If hiring multiple students for the same position please attach a list with the students name, effective change date, student ID, Merrimack email, expected weekly hours and expected semesterly hours per student.*

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. 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.

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 for any questions regarding how to complete this form.

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