College of Music
MICHIGAN STATE UNIVERSITY

# Human Resources Action Requisition Form

**Complete this form to initiate personnel actions for new Students, Temp or On-Call staff. Complete all applicable sections of the form.**

**Position Status:**

☐ New hire ☐ Additional Assignment

☐ Add account (Cost Redistribution)

**Position Type:**

☐ Temp/On-Call ☐ Internship

☐ Student

Employee Name** Email IPID/ZPID:

MSU Job Classification: Working Title:

Start date: End Date: Area:

**Job Description:**

***Will this position require the handling of credit cards (i.e. Box Office or Main Reception Staff)*** (If yes, route for Finance Director approval) ☐ **Yes** ☐ **No**

**Accounting Information:**

Proposed Wage: /hr. Project Pay Amount:

Account(s)/Sub-Account(s):

Supervisor Approval Date

Finance Director (if applicable) Date

HR Director Date

Return completed form to Music.HR@msu.edu

**Revised**: Feb 2026

**For multiple student hires (4 or more) for the same position, complete the additional names below:**

| | | |
|---|---|---|
| Employee Name** | Email | IPID/ZPID: |
| Employee Name** | Email | IPID/ZPID: |
| Employee Name** | Email | IPID/ZPID: |
| Employee Name** | Email | IPID/ZPID: |
| Employee Name** | Email | IPID/ZPID: |
| Employee Name** | Email | IPID/ZPID: |
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