



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

<b>Position Status:</b>		<b>Position Type:</b>	
New hire	Additional Assignment	Temp/On-Call	Internship
Add account (Cost Redistribution)		Student	

Employee Name**	Email	IPID/ZPID:
MSU Job Classification:	Working Title:	
Start date:	End Date:	Area:
<b>Job Description:</b>		
<b>Will this position require the handling of credit cards (i.e. Box Office or Main Reception Staff)</b> (If yes, route for Finance Director approval)	<b>Yes</b>	<b>No</b>

<b>Accounting Information:</b>	
Proposed Wage:                    /hr.	Project Pay Amount:
Account(s)/Sub-Account(s):	

Supervisor Approval	Date
Finance Director (if applicable)	Date
HR Director	Date

**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:
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: