## Texas Wesleyan
STUDENT EMPLOYMENT PROGRAM

# Student Employment Request to Rehire Form

This form is to rehire students back into the Student Employment Program. It is also used to document any changes to the student's position while in the SEP.

**Entire form to be completed by Student Hiring Manager**

University ID Number: _____

Student Last Name                Student First Name                Student Middle Name

Position Title: _____          Department Name: _____

Full GL/Budget Number: _____

Supervisor: _____          Alternate Supervisor: _____

Current GPA Verification (GPA Number): _____

Department Requirement: _____

Hourly Amount: _____

**Check those that apply:**

**Type of Position:**
☐ Student Assistant
☐ Work-Study

☐ Position Start Date: _____

☐ Position End Date: _____

*Reminder: Student employees are encourage not to over 20 hours per week. A request to work over 20, but under 29 must be submitted 2 weeks prior to the additional hours to Human Resources. International students are not allowed to work over 20 hours per visa.*

**Signature Requirements:** *All student employment rehire requests require the appropriate signatures approval workflow below:*

Student Hiring Manager/Date: _____

Department or Division Head/Date: _____

Human Resources Approval and Processing/Date: _____

**Revised:** 4/22/2022