

Northwestern State University  
Member of the University of  
Louisiana System  
Natchitoches, LA 71497

Department Request for New Student Hire  
(For departments with restricted accounts only)

**Instructions:**

Complete and return to the Student Employment Office:  
234 SSC or Fax: 357-6587

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Department

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Name of student \_\_\_\_\_

Student ID# \_\_\_\_\_

Account number \_\_\_\_\_

Rate of pay \_\_\_\_\_

Tentative start date \_\_\_\_\_

End date \_\_\_\_\_

Hours assigned per month/pay period \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Agent

\_\_\_\_\_  
Date

**NOTE: Students must complete the required student employment/payroll paperwork and submit it to the Office of Student Employment before they can be approved to start work.**