

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

**Request for Increase in Work Hours**

**Instructions:**

1. Fully complete and return to the Student Employment Office, Roy Hall 002. Fax: 318-357-5420
2. Attach any appropriate documentation.

**Section 1: To be completed by Supervisor** **PLEASE PRINT ALL INFORMATION**

\_\_\_\_\_ Student Name \_\_\_\_\_ CWID Number

Total hours being requested for this pay period: \_\_\_\_\_

Is this a temporary or permanent request? \_\_\_\_\_

If temporary, additional hours will be worked: \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Department \_\_\_\_\_

Reason for Request (give a concise and complete explanation for the request; attach appropriate documentation if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

**Section 2: To be completed by Student Employment Office**

Date Request Received \_\_\_\_\_

**Action Taken:**

\_\_\_\_ Increase Approved

\_\_\_\_ Increase Denied

Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature, Student Employment Coordinator

\_\_\_\_\_  
Date

**NOTE: Students must not be permitted to work more than 30 hours per week.**