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): _____ Is the Student an International Student? Yes: ☐ No: ☐

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 encouraged not to work 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: _____