



Student Employment Level 3 Pre-Approval Form

Employee Information:

Name: _____ ID Number: _____

Employee email: _____

Requested Rate of Pay: _____

Reason for Request:

If additional space is needed, please attach a page.

By signing below, you are acknowledging that you have the appropriate funding to cover the employee's wages for their duration of employment.

Signatures:

Supervisor Printed Name and Signature:

Chair/Dean/Director Printed Name and Signature:

Fiscal Manager Printed Name and Signature:

Submission:

Please submit this form, the performance evaluation, job description form, a letter of recommendation and any certifications or grant documents to studentemployment@msudenver.edu for review. If a certification contains any personal information, please send it over through the Student Employment Liquid Files Dropbox at <https://seureshare.msudenver.edu/filedrop/StudentEmploymentDropbox>.