



TEXAS A&M INTERNATIONAL UNIVERSITY

STUDENT EMPLOYMENT PROGRAM

PERSONNEL REQUISITION

Date: _____	Job Number: _____
Employing Department: _____	Refer Applicants To: (Name and Title) _____
Title Code: _____	Office Location and Phone Extension: _____
Position Type: (check one) <input type="checkbox"/> Need based Work-study <input type="checkbox"/> Non-need based	Hours per week: (check one) <input type="checkbox"/> 19 <input type="checkbox"/> 15 <input type="checkbox"/> Other _____
New Position: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list PIN # _____	Replacement For: _____ Who: <input type="checkbox"/> Resigned <input type="checkbox"/> Transferred <input type="checkbox"/> Other Last Day Worked: _____
Name of Requestor: _____	
E-mail: _____	
<div style="text-align: center;">APPROVALS</div> _____ Budgetary Unit Head Date	<div style="text-align: center;">For Student Employment Coordinator Use Only</div> Date Position was Posted or Approved: _____ JVN: _____
_____ Human Resources Date (HR signature; Not required for NEW positions)	_____ OFA – Student Employment Date

Office of Financial Aid

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