



## Student Employment Level 4 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](mailto: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>.