Request for Increase in Work Hours

Instructions:
1. Fully complete and return to the Student Employment Office.
2. Attach any appropriate documentation.

Section 1: To be completed by Supervisor

<table>
<thead>
<tr>
<th>Student Name</th>
<th>CWID Number</th>
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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 29 hours per week.