

REQUEST TO HIRE RSA EMPLOYEE

Student Name

Citizenship

If not U.S., list sponsor

Requestor

Location

MU Mode Code

Who are they related and how. Will they be working together?

Is this employee related to anyone in your unit? Yes No

Position Undergraduate Graduate

Was this position show in ARMPS? Yes No Yearly Tuition

Request State Date

Estimated Term Date

Funding: Existing RSA New RSA Request RSA # and/or Source

Reason and justification for RSA position vs Federal position:

RL Approval

Date

AO APPROVAL

Approved

Disapproved Comment

AO Approval

Date