

## Zero Based Budget Worksheet Student Worker

*Purpose:* This process is designed to request all student worker budget dollars.

Budget Code: \_\_\_\_\_

Department: \_\_\_\_\_

Salary # of hours per week \_\_\_\_\_ (x) Total # of weeks\* \_\_\_\_\_ = \_\_\_\_\_

Total # of hrs needed \_\_\_\_\_ @ (min. wage) \$7.25= \_\_\_\_\_

# Student workers requested: \_\_\_\_\_

\* Weeks available:

- Fall Semester – 14 weeks
- Before/after finals – 2 weeks
- Break between Fall & Spring – 2 weeks
- Spring Semester – 14 weeks
- Before/after finals – 2 weeks
- Break between Spring & Summer I – 2 weeks
- Summer I Semester – 5 weeks
- Summer II Semester – 5 weeks
- Break between Summer II & Fall – 3 weeks

***Attachment:*** List of objectives that this position will be fulfilling.

Signatory Review and Approvals:

Department Director \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_