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___________

Revision Date: 2/1/2011