

Northwestern State University
Member of the University of Louisiana System
Natchitoches, LA 71497

**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 **PLEASE PRINT ALL INFORMATION**

_____ Student Name _____ CWID Number

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.