

**Zero Based Budget Worksheet
Student Worker**

Purpose: This process is designed to request all student worker budget dollars. It is the final step to provide information within the budget cycle.

Budget Number _____

Department _____

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

Total # of hrs needed _____ @ (min. wage) \$6.55= _____

* 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 _____

Human Resources Director _____ Date _____

Budget Manager _____ Date _____

Compensation Manager _____ Date _____