

Clearance Form Instructions

Budget Clearance Form

1. Request Type:
 - New employees (or those who have had a break in service) will need [new hire paperwork](#)
2. Department Information:
 - Your information as the submitter will auto fill
3. Student Information:
 - BearPass Email [_____] @live.missouristate.edu
4. Payroll Information:
 - Pay Rate & Category
 - If the pay rate is **above \$14.99**, you must provide justification for the pay rate in the comments section
 - If the budget line is being split, complete both sections
 - Pay Start Date
 - Student **cannot** work before this date OR before they are cleared
 - Position Number
 - Created in financial services that ties the job to the correct budget.
 - If you do not know your position number, contact your budget officer in your cost center
 - Time Approver
 - TS OXXX number assigned to the person approving the timesheet
 - If you/they do not have a TS number, contact payroll

Work Study Clearance Form

1. Request Type:
 - New employees (or those who have had a break in service) will need [new hire paperwork](#)
2. Department Information:
 - Your information as the submitter will auto fill
3. Student Information:
 - BearPass Email [_____] @live.missouristate.edu
4. Payroll Information:
 - Pay Rate & Category
 - If the pay rate is **above \$14.99**, you must provide justification for the pay rate in the comments section
 - A budget number is required in case work study funds are exhausted
 - Pay Start Date
 - Student **cannot** work before this date OR before they are cleared
 - When starting a new term, the start date must be the *day after commencement or later*
 - Time Approver
 - TS OXXX number assigned to the person approving the timesheet
 - If you/they do not have a TS number, contact payroll