

# 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](#)
- Pay Rate Change (current employee needing a pay adjustment)
- TS Number (current employee needing a change in TS Number)
- Job Renewal (previous employee in your department)
- Previous/Current on-campus employee (has/does work on campus in another department and does not 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 in category 3, 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
  - If you don't know your budget officer, contact Financial Services
- Time Approver
  - TS OXXX number assigned to the person approving the timesheet
  - If you/they do not have a TS number, [fill out this form](#)

## Work Study Clearance Form

*\*Work Study students are terminated at the end of each academic year and summer term. New clearance forms and contracts will be required to rehire eligible students.\**

### 1. Request Type:

- New employees (or those who have had a break in service) will need [new hire paperwork](#)
- Pay Rate Change (current employee needing a pay adjustment)
- TS Number (current employee needing a change in TS Number)
- Job Renewal (previous employee in your department)
- Previous/Current on-campus employee (has/does work on campus in another department and does not 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 in category 3, 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 0XXX number assigned to the person approving the timesheet
  - If you/they do not have a TS number, [fill out this form](#)