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 $8.87 or above, 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 follow this link to all assignments
   - 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

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 $8.87 or above, 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