MEMORANDUM

To: Campus Budget Managers  
From: Beverly Nagel and Fred Rogers  
Date: January 26, 2012  
Subject: Student Employment Requests for FY 2013

As we begin to focus on the FY 2013 budget allocations, we are writing to ask for your input regarding your department’s needs for Student Employees for summer 2012 and the 2012-2013 academic year. While we are pleased to have been able to provide campus employment for nearly all students who wish to work, our student employment budget is not unlimited. It is important for us to have good information about departments’ needs in order to ensure that we can most efficiently distribute student employment budgets. For the FY 2013 budget, it is important that we have an adequate understanding of each department’s needs prior to the work of prioritizing the distribution of student employment budgets.

If you do not anticipate any changes in your student employment needs, you do not need to do anything. However, if you do anticipate needing more (or less) student work, please use the Budget Request Form on the Carleton Web site to send us these changes in your anticipated student employment needs. This form will be activated only for submitting requests to change an existing departmental Student Employment budget. If an increase is needed please submit only the increase in hours and not the total hours requested. Similarly, if you anticipate a reduction in your Student Employment needs please submit a reduction request by placing a minus ‘-‘ sign in front of the reduction in hours requested.

Once all the new requests have been considered, Patricia Langer, Budget Director, will work with each Division Head to prioritize and then fund the FY 2013 Student Employment Budgets.

The Budget Request Form for student employment will be available on the Treasurer’s website beginning January 27, 2012. All submissions must be received by 5:00 p.m. on February 10, 2012.

If you have any questions or other suggestions, please forward those to either of us directly. Thank you.