

EMPLOYEE ACTION FORM FOR WORK-STUDY STUDENTS

**Important Note:**

This form is only for separating / terminating or salary change for Work-Study student employees. If you want to hire a student, contact the Career Center, x1747. Salary changes must be submitted to Human Resource Services prior to the effective date.

**Student Information**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City, State, Zip)

Telephone No. ( ) \_\_\_\_\_ Student ID# \_\_\_\_\_

Department: \_\_\_\_\_ Funding Source: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Title: \_\_\_\_\_

Action: ( ) Salary Change ( ) Separation

Supervisor's Name: (**Print**) \_\_\_\_\_ Ext: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head / Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form two weeks prior to the effective date to  
Human Resource Services, Administration Building, Room 218.  
Photocopy for your department as needed.**

**If you have questions about separating or changing wages, please contact Human Resource Services  
Between 8:00 a.m. and 5:00 p.m., Monday through Friday. HRS is located in the  
Administrative Building, Room 218. The telephone number is 426-1616.**