



Undergraduate Student  
Personnel Action Form

Name \_\_\_\_\_  
(Last, First, MI)

Visa Type (if applicable):  F1  J1

Supervisor's EmplID: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Action/Action Reason: Appointment:

- New Hire
- Concurrent Appointment
- Rehire (same dept)

Termination

- End of Semester
- Terminated with Notice
- Other \_\_\_\_\_
- Not Registered
- Withdrew from School

Change:  
(DTA)

- Pay Increase From \_\_\_\_\_ to \_\_\_\_\_  
old rate new rate
- Funding Change From \_\_\_\_\_ to \_\_\_\_\_  
old HR Acct new HR Acct
- Budget Amt Change Increase \$ \_\_\_\_\_ Decrease \$ \_\_\_\_\_

Dept Name \_\_\_\_\_ Human Resources Dept ID \_\_\_\_\_ Bldg Name \_\_\_\_\_

- Appointment Type:
- Academic Student Hourly (A\_STUDACAD)
  - Academic Student Contract (A\_ASC)
  - Academic Student Work Study (A\_WSACAD)
  - Summer Student Hourly (A\_STUDSUM)
  - Summer Student Contract (A\_SSC)
  - Summer Student Work Study (A\_WSSUM)

Hourly Rate or Bi-Weekly Stipend \$ \_\_\_\_\_ HR Combo Code \_\_\_\_\_

Budget Amount \$ \_\_\_\_\_ Check Code \_\_\_\_\_  
(Mail Drop ID)

SEO Use	CWS Acct	CWS %	Max Allowable Earnings \$	
_____ SEO Signature/Date			FICA	<input type="checkbox"/> Y <input type="checkbox"/> N

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

Brief Job Description (required for all graduate students and when the hourly rate is \$13.00 per hour or more):

Approved by:

\_\_\_\_\_  
Department Head/Appointing Authority/PI      \_\_\_\_\_ Date      \_\_\_\_\_  
Graduate Program Director (if applicable)      \_\_\_\_\_ Date

\_\_\_\_\_  
Graduate School Officer      \_\_\_\_\_ Date

Prepared By: \_\_\_\_\_ Email: \_\_\_\_\_ Phone#: \_\_\_\_\_ Date: \_\_\_\_\_