

Undergraduate Student Personnel Action

Name: _____ EmplID: _____ Rec #: _____
(Last, First, MI) Provide SPIRE # above for new hires *only*. Not Sequence Number from Rapid Student Hire

Visa Type (if applicable): F1 J1

Appointment Begin Date: _____ End: _____

Action/Action Reason: Appointment:

New Hire (Never Before Been on Payroll)

Concurrent Appointment

Rehire (same department)

Supervisor's EmplID: _____

Supervisor's Name: _____

Termination Date of Termination: _____

End of Semester

Not Registered

Terminated with Notice

Withdrew from School

Other: _____

CHANGE
(DTA)

Pay Rate Change _____ to _____
old pay rate new pay rate

Change of Funding _____ to _____
old HR Account Code new HR Account Code

Change of DeptID _____ to _____
old HR DeptID new HR DeptID

Budget Change _____ Or _____
Amount of Increase Amount of Decrease

Dept Name _____ Human Resources Dept ID _____ Bldg Name _____
(7 Digits, Sample A821500)

Appointment Type: Student Hourly (A_STUDACAD or A_STUDSUM) Student Contract (A_ASC or A_SSC)
Work Study Appointment (A_WSACAD or A_WSSUM)

Hourly Rate or Bi-Weekly Stipend: \$ _____ HR Account Code: _____

Budget Amount: \$ _____ Check Code: _____
(Mail Drop Code)

SEO Use	CWS Acct	_____	CWS %	_____	Max Allowable Earnings \$	_____
SEO Signature/Date _____						

Job Title _____

Brief Job Description (required for all students when the hourly rate is \$20.00 per hour or more):

Approved by:

Department Head/Appointing Authority/PI _____ Date _____

Prepared By: _____ Email: _____ Phone: _____ Date: _____