



**Undergraduate Student  
Resident Assistant  
Personnel Action Form**

EmplID \_\_\_\_\_ Rcd \_\_\_\_  
Provide SSN above for new hires *only*.

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

Supervisor's EmplID:

Visa Type (if applicable)  F1  J1

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 Resident Assistant (A\_STUDRA)  Academic Resident Assistant-Work Study (A\_WSRA)

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

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

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

Job Title Resident Assistant

Approved by:

\_\_\_\_\_  
Department Head/Appointing Authority/PI Date

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