

Undergraduate Student Personnel Action

Name: _____ EmpID: _____ 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: _____

Supervisor's EmpID: _____
 Supervisor's Name: _____

Action/Action Reason: Appointment:
New Hire (Never Before Been on Payroll)
Concurrent Appointment
 Rehire (same department)

Termination Date of Termination: _____
End of Semester *Not Registered*
Terminated with Notice *Withdrew from School*
 Other: _____

CHANGE (DTA)
 Pay Increase _____ 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 CWS Acct Use	_____	CWS %	_____	Max Allowable Earnings \$	_____
SEO Signature/Date _____					

Job Title _____

Brief Job Description (required for all students when the hourly rate is \$17.00 per hour or more):

Approved by:

 Department Head/Appointing Authority/PI Date

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