

# STUDENT PERSONNEL ACTION FORM

FOR DEPARTMENT/DIVISION USE:

Student Name: \_\_\_\_\_ Student ID Number \_\_\_\_\_  
Hiring Department: \_\_\_\_\_ Dept. Number: \_\_\_\_\_  
Employment Dates: Begin \_\_\_\_\_ End \_\_\_\_\_

<b>Action:</b>	<b>Position:</b>
<input type="checkbox"/> Vacant Position Replacing (student's name)	
<b>Reason:</b> <input type="checkbox"/> Change from _____ to _____	
Date of Change: _____	Last date worked: _____
<b>Rate of Pay:</b> _____	<b>Time Approver:</b> _____
"	
<b>Employee:</b> _____	

\*MAXIMUM NUMBER OF WORK HOURS NOT TO EXCEED 19 HRS PER WEEK\*

Current Budget Mgr: \_\_\_\_\_

## FEDERAL WORK STUDY ONLY - FOR FINANCIAL AID:

This student is:  Eligible  NOT Eligible

Authorized by Financial Aid: \_\_\_\_\_

**By signing above, you are authorizing Human Resources to charge this student to the Federal Work Study account.**

## STUDENT ASSISTANT ONLY - FOR BUDGET USE:

Funds for this position are:  Available  NOT Available

Position Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## HUMAN RESOURCES ONLY

Background started " \_\_\_\_\_ Background Cleared \_\_\_\_\_ Enter into OneUSG \_\_\_\_\_ Entered By: \_\_\_\_\_