STUDENT EMPLOYMENT TRANSACTION REQUEST FORM

DEPT NAME: College: Division:

SPVR. NAME: Dept Contact Name:

EMPLOYEE NAME: ID#:

SECTION 1- REAPPOINTMENT   (To be used only if you are reappointing employee(s) who are currently working or worked the last academic term in your dept.)

Select Appointment Type:

Notes, if any:

Student Assistant (1870)

Bridge Student Assistant (1874)

Switch from Work Study to Student Assistant

Proposed Effective Date:

Funding Source (1):	**BUDGET USE ONLY**	CMS#	Initials:
Funding Source (2):		CMS#	Initials:
Funding Source (3):		CMS#	Initials:

SECTION 2- PAY RATE CHANGE   (To be used only if you are requesting a pay increase)

Pay increases will be effective on the first day of the following pay period from the date the request is received in Human Resources.

Select Increase Type:

Service Pay Increase

*Justification: (attach additional documents if needed)

Job Progression Increase (Justification required*)

Equity Increase

Current Hourly Rate: _____

Requested Rate: _____

HR Assigned Effective Date:

Payroll Verified Hrs.:   **As of:**   **Initials:**

SECTION 3- EMPLOYMENT SEPARATION -*Only an MPP or Dept. Chair may terminate employment for cause and __must__ contact Human Resources prior to notifying the employee of their termination. The employee __must__ receive their final paycheck at the time of termination.*

Checklist:
- ✓ Attach a paper timesheet for all hours worked in current pay period.
- ✓ Attach resignation letter (if applicable).

Voluntary resignation	Temporary assignment completed
Exhausted Federal Work Study Funds	Performance
Not enrolled in required units	Other:
Graduated	**Last Day Worked:**

HR Term Date:

SECTION 4- APPROVAL SIGNATURES REQUIRED

MPP/DEPT CHAIR

Name: Signature: Date:

HR USE ONLY

Notes:

Key Date: **Initials:**

Record #

271-   **-**   **-**

Multiple Student Assistant Reappointments

	Student Name (Last, First)*	Student ID*	New Student Classification*	MPP Supervisor Name* (Do not insert non-MPP time keeper name here.)	Funding Source/Chartfield string* (If multiple funding sources, include all chart strings, with applicable percentages noted.)	(Budget Analyst/Position Control Use Only) Position Number:	(HR Use Only) PIMS	HR Key Date
1							271-	
2								
3								
4								
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HR Notes:

HR Signature:

For signing the document, use the "Fill and Sign" Adobe tool.

* If you do not have Adobe installed on your device, you can download it for free by going to https://get.adobe.com/reader/.
* Information on how to use the "Fill & Sign" Adobe tool can be located by going to https://helpx.adobe.com/acrobat/using/fill-and-sign.html.