



## Student Personnel Action Request

Student Employee Name:		Banner ID#:	Job Effective Date:	Job End Date (if applicable):	
<b>Employment Status</b> <input type="checkbox"/> Student Assistant <input type="checkbox"/> Work Study Student (For Work Study - Posn # 10006369)		Home Department:	Time Approver:	Credit Hours Enrolled:	
		Position Number (for Student Assistant ONLY):	Hours Per Week (Must be 19 hrs. or less):	Pay rate:	
<b>Job Action</b> <input type="checkbox"/> New Hire <input type="checkbox"/> Re-Hire <input type="checkbox"/> Position Transfer <input type="checkbox"/> Dept. Transfer <input type="checkbox"/> Position Funding Change <input type="checkbox"/> Pay Change <input type="checkbox"/> Title Change <input type="checkbox"/> Additional Hire <input type="checkbox"/> Termination		Comments:			
		<input type="checkbox"/> Need a new position number ( <b>Attach Budget Amendment</b> )			
Acct Number (only if new position):	Department:	Fund:	Program:	Class:	Project:
<b>***I certify that I have the budget to hire this position and authorize Budget Services to move departmental budgets to fund this action, if necessary.</b>					
Signature: Supervisor/Budget Manager			Date		
<b>Student ONLY: Check all that apply.</b> <input type="checkbox"/> I have no other job at VSU. <input type="checkbox"/> I am currently enrolled as a student at VSU. <input type="checkbox"/> I have at least one other job at VSU. <input type="checkbox"/> I am receiving federal financial aid (i.e., Pell Grant). <b>If yes, what department(s):</b> _____ <input type="checkbox"/> I have had a background check in the last year.					
Student Signature		Email	Date		