



Student Personnel Action Request

Student Full Legal Name:		Banner ID#:		Effective Date:		End Date (if applicable):	
Employment Status <input type="checkbox"/> Student Assistant <input type="checkbox"/> Work Study Student (Work Study - Posn # 10006369)		Home Department:		Time Approver:		Credit Hours Enrolled:	
		Position Number:		Hours Per Week (Must be 19 hrs. or less):		Pay rate:	
Job Action <input type="checkbox"/> New Hire <input type="checkbox"/> Re-Hire <input type="checkbox"/> Position Change <input type="checkbox"/> Funding Change <input type="checkbox"/> Pay Change <input type="checkbox"/> Secondary Job <small>(Students may only have a total of two jobs)</small>		Comments: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Need a new position number (Attach Budget Amendment) <input type="checkbox"/> Grant Funded </div>					
Acct Number (only if new position):		Department:		Fund:		Program:	
						Class:	
						Project:	
<p>*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.</p> <p><small>*Newly hired or rehired student employees will not be subject to a background check, regardless of department or assigned duties, provided they are not in a position of trust. Student employees perform their duties under appropriate supervisory oversight and are not engaged in autonomous decisions regarding cash, keys, or kids.</small></p> <p><small>*If this employee will be driving on behalf of the University, they will need to complete the mandatory driver qualification process through Parking & Transportation. Signing this form is acknowledging that this process will be completed before the employee is allowed to drive.</small></p>							
Supervisor/Budget Manager Signature				Date			
Student ONLY: Check all that apply <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> I have no other job at VSU. <input type="checkbox"/> I have at least one other job at VSU. </div> <div> <input type="checkbox"/> I am currently enrolled as a student at VSU. <input type="checkbox"/> I am receiving federal financial aid (i.e., Pell Grant). </div> </div> <p>If more than one job, list department(s) below:</p> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>							
Student Signature		VSU Email			Date		