



# WJU Personnel Action Notice: STUDENT EMPLOYEE



**Effective Date:** \_\_\_\_\_

\*Employee may not work until supervisor receives verification of eligibility from HR

\*Please complete ALL Sections

<b>Student Name:</b>	<b>Title:</b> Student Employee
<b>Requestor:</b>	<b>Timecard Approver:</b>

**Student Employee** \_\_\_\_\_ **hrs/week**

**Department Addition:**

Add Dept. Name: \_\_\_\_\_

Dept. #: \_\_\_\_\_

Job Requires Driving (MVR needed)

**Department Removal:**

Remove Dept. Name: \_\_\_\_\_

Dept. #: \_\_\_\_\_

Graduated

**Compensation (check one):**

Starting Rate:

\$ \_\_\_\_\_ /hourly Dept. #: \_\_\_\_\_

Pay Increase:

Prior Rate \$ \_\_\_\_\_

New Rate \$ \_\_\_\_\_

Dept. #: \_\_\_\_\_

**Budget:**

\$ \_\_\_\_\_ Annual impact of budget changes:  Unbudgeted Position  Over Budget  Under Budget

This is an existing Board Approved Budget position. Job title listed in Adaptive as: \_\_\_\_\_

This replaces a current position in Adaptive. The name/ job title as currently listed in Adaptive: \_\_\_\_\_

Included in a salary "pool" named \_\_\_\_\_

Existing budget in Adaptive: \$ \_\_\_\_\_ Annual Salary OR \_\_\_\_\_ Hours/Week \$ \_\_\_\_\_ Hourly Rate

**Please explain budget changes (if any):**

**Signatures: (Required prior to submitting to HR)**

Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Team Member: \_\_\_\_\_ Date: \_\_\_\_\_

<b>HR/PAYROLL ONLY</b>	<input type="checkbox"/> New Employee	<input type="checkbox"/> Termination
Employee #: _____	W/C Code: _____	
HR Reviewed _____	<input type="checkbox"/> HR Access Request	Entered by _____ Date _____