



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:			
		<input type="checkbox"/> Need a new position number (Attach Budget Amendment) <input type="checkbox"/> Grant Funded			
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>*All newly hired or rehired student employees will be subject to a "Standard" background check irrespective of the department in which they are working or the duties they are assigned with the assumption that student employees are receiving the required supervisory oversight and are not allowed to make 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					
<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).			
If more than one job, list department(s) below: _____					
_____ Student Signature		_____ VSU Email		_____ Date	