



REQUEST FOR PERSONNEL ACTION

For Student Employees Only

Name:	I.D.#:
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Instructions: Select the appropriate action and complete the corresponding sections below.

Change from Temporary to Student Status	Increase/Decrease Hours	Pay Increase	Other: <i>Explain?</i>
Counsel/Suspension	Lateral Transfer Within Department	Promotion	
End of Employment Reason?	Probation/Warning	Rehire to Same Position	

PRESENT STATUS

Department:	Hrs./Wk.	Rate:	Position Description/Position#
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PROPOSED STATUS

Department:	Hrs./Wk.	Rate:	Position Description/Position#
			PeopleSoft GL Acct.#

Effective Date of Action:	Location of Position:	Person Replacing
Reports To:	Email:	Ext:

EMPLOYEE STATUS

STUDENT Domestic International I-WORK

AUTHORIZED SIGNATURES:

Supervisor:	Date:
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HR/STUDENT EMPLOYMENT OFFICE USE ONLY

Actual Date of Action:	Date Entered/Initial:
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EMPLOYEE WORK HISTORY

Effective Date	Reason	Rate of Pay	Effective Date	Reason	Rate of Pay