Seattle University School of Law Student Financial Services
Student Employment Action Form

Complete this form and return it to the School of Law Student Financial Services Office:

901 12th Avenue, Sullivan Hall
P.O Box 222000
Seattle, Washington 98122
206-398-4250

This document provides notification that the student named below has been hired by Seattle University School of Law and indicates an agreement to adhere to University policies governing student employment. Student is required to complete an I-9 and a W-4 within three days of hire. Please remember after completing this form Supervisors are required to retain the PINK copy (see *Notice of Termination* below).

Student Information:

_____ _____ _____ _____
Student ID Last Name First Name MI

_____ _____ _____ _____
Current Address City State Zip

_____ _____/_____/_____ U.S. Citizen_____Yes / _____No
Local Phone Number Birthdate

Departmental Information:

Effective Date of Hire: _____

_____ _____ _____ _____
Job Title Department/Office Phone Budget Number

REQUIRED Information for Payroll Web Time Entry

_____ _____ _____ _____ _____
Supervisor's Name (Please Print) Signature Date Phone Ext.. SU Employee ID

_____ _____ _____ _____ _____
Alternate Supervisor's Name (Please Print) Signature Date Phone Ext. SU Employee ID

Student Financial Services Office:

_____ I-9 Form Completed _____ W-4 Form Completed _____ On File

The student's base wage will be:
- ☐ $8.75 Level 1
- ☐ $10.05 Level 2
- ☐ $11.05 Level 3

Federal Work Study Award $_____ (if awarded)

- ☐ Law-Federal Work Study - 52020
- ☐ Law-Non-Work Study - 52025

_____ _____
Student Financial Services Office Signature Date

Notice of Termination:

Reason for Termination: _____ Effective Date of Termination: _____

_____ _____
Supervisor's Signature Date

Supervisor – Upon student's employment termination, it is required to complete the Notice of Termination section and send the PINK copy to the Law School Student Financial Services Office.