



STUDENT EMPLOYMENT ACTION FORM

This form documents the hire of the student named below by a Seattle University department. Supervisors are responsible for reading and understanding the Supervisor's Guide to On-Campus Student Employment. Submission of the form indicates agreement to adhere to University policies and procedures governing student employment. The student is also required to complete a Form I-9 and a Form W-4 within 3 days of hire. All required hire paperwork should be submitted together. Processing of hire paperwork can be expected within two weeks. NOTE: Student Employees MUST be enrolled at least half-time during the academic year.

STUDENT

Last Name First Name Middle Initial
SU ID # Birth Date
Current Address, City, State, Zip Code Local Phone Number, Including Area Code

DEPARTMENT

Effective Date Job Title - MUST match the title used on the job description and web time entry screen

Office Name Phone Budget Number (17 digits)

This student will be paid from:

- Federal On-Campus Work Study
Institutional Work-Study Student Employment

The student's base wage will be:

- \$16.00 per hour
\$16.25 per hour
\$16.50 per hour
\$16.75 per hour
\$17.00 per hour
\$21.67 per hour - Graduate Assistantship (Formerly LV4)

Community Service ONLY:
FWSCO 100% (x020)
FWSCW 75% (x030)

Activity Manager's Printed Name Activity Manager's Signature Date

REQUIRED Information for Payroll Web Time Entry

Supervisor's Printed Name: SU Employee ID:
Alternate Supervisor's Printed Name: SU Employee ID:

OFFICE OF STUDENT FINANCIAL SERVICES

Pay Rate: Form I-9 Federal Work Study eligible FAO Initials:
Form W-4 Institutional Work-Study approval Date:
On-file

NOTICE OF SEPARATION

Effective Date of Separation:
Reason for Separation:
Supervisor's Signature Date
Do you want to advertise this position? Yes No If yes, how many positions will be available?

Return the ORIGINAL copy immediately to the Office of Student Financial Services. The supervisor must make a copy for their records until the student's employment has ended. At that time, complete the Notice of Separation and forward the copy to the Office of Student Financial Services. The Office of Student Financial Services will notify the Payroll Office of the student's separation. Student employees may make a copy of the SEAF for their own records.