# Student Employment – Status Change Form


##  Effective Date of Action Recorded Below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Effective dates for pay rate changes occur on the first day of pay period)

##

Student Employee Name:

PLU ID:

Job Title:

Department:

Org. Number:

**Request (Check One):**

**□ Pay Rate Change**

 Former Rate: \_\_\_\_\_\_\_\_\_\_\_ New Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_

**□ Termination / End of Job**
 Last Day Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason:

* Graduated/Student Left School
* Student left voluntarily
* Job Ended
* Dismissed

Comments:

**□ Other Request or Notes:**

### Authorization:

Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Employer Name (Printed)*  *Employer Signature Date*

### FOR OFFICE OF STUDENT EMPLOYMENT USE ONLY:

NBA Code: Entered in Banner (Initials): Date: