

## ENROLLMENT SERVICES Office of Student Financial Services 901 12th Avenue, PO Box 222000

901 12th Avenue, PO Box 22200 Seattle, WA 98122-1090 Tel: (206) 220-8020 Fax: (206) 296-5755 financialservices@seattleu.edu

## STUDENT EMPLOYMENT ACTION FORM

During the academic year, students must be enrolled at least half-time (undergrads, 6 credits; grads, 3 credits) to be hired as student employees. For summer employment enrollment requirements, see the *On-Campus Student Employee Supervisor's Guide*.

This document provides notification that the student named below has been hired by a Seattle University department and indicates agreement to adhere to University policies governing student employment. The student is also required to complete a Form I-9 and a Form W-4 within three days of hire. Please use a blue or black pen and print legibly.

STUDENT		
Last Name	First Name	Middle Initial
SU ID#	Birth Date	
Current Address, City, State, Zip Code		Local Phone Number, Including Area Code
DEPARTMENT		
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Effective Hire Date Job Tit	le - <b>Must</b> match the title us	sed on the job description and web time entry screen
Department Name	Phone	Budget Number
This student will be paid from:	The student's 2013-14 ba	ase wage will be:
Federal On-Campus Work Study	\$ 9.70 Level 1	
☐ Non-Work Study Student Employment	\$10.85 Level 2	2 3 (for grad students in grad level positions only)
		4 (for grad students in grad level positions only)
Cost Center Manager's Printed Name	Cost Center Manager's	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		
Level 1 Form I-9 Fed	leral Work Study eligible	FAO Initials:
Level 2 Form W-4	iciai work study engible	
☐ Level 3 ☐ On-file ☐ Noi ☐ Level 4	n-Work Study approval	Date:
NOTICE OF TERMINATION		
Effective Date of Termination:		
Reason for Termination:		
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 is terminated. At that time, complete the Notice of Termination 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 termination. Student employees may make a copy of the SEAF for their own records.