

Student Employment Office Change of Job Request Form

This form must be completed by all students who wish to transfer jobs at any time during the academic year. "Change of Job Requests" will be granted by the Student Employment Office (SEO) on a case by case basis. The SEO will not approve Employee Wage Requests (EWRs) for students wishing to change jobs until this form has been completed and submitted to the SEO. All students must return this document along with the additional documents listed at the bottom of this form at least five (5) business days prior to their prospective date of hire for the request to be considered.

SECTION ONE: To Be Completed by the Present Supervisor.

_____ is requesting to end his/her employment in the _____ department

effective as of the date listed above.

Supervisors Name _____ Signature _____ Date _____

SECTION TWO: To Be Completed by the SEO for Work Study Students Only

Instructions: All work study students who wish to change jobs must have the top section of this form completed and submit this document, along with a currently dated work study award letter to the SEO. The SEO will complete the following section of this form within one (1) business day.

_____ may earn a total of \$ _____ from the ___FWS ___TXWS account from

_____/_____/_____ through ____/_____/_____. Any money earned in excess of this amount will be charged back to the student's new hiring department.

SEO Staff initials _____ Student Signature _____ Date _____

SECTION THREE: To Be Completed by the New Hiring Supervisor

I understand that I may hire students to begin working only on the 1st or 15th of the month and that an EWR must be placed into routing at least five (5) business days prior to the student's prospective date of hire. In agreement with these

terms, I have placed an EWR to hire _____ in the _____ department effective as of

_____. I further understand that this student may *not* officially begin working in my department until his/her EWR has successfully cleared the routing process. **I have also reviewed SECTION TWO of this document, and I understand that all work-study earnings are subject to the terms stated above.**

Supervisors Name _____ Signature _____ Date _____

Other Requirements:

- Job Offer Letter EWR Student Work Schedule Detailed Class Schedule

Additional Requirements for Work Study Students:

- Currently Dated Work Study Signed Memo: Work Study Guidelines,
Award Letter General Terms & Conditions

Reviewed and Accepted By (SEO)

Date Accepted
