

## 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 2008-2009 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 \_\_\_\_\_. An EWR has been placed into routing to terminate this student from account # \_\_\_\_\_ 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, and 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 1<sup>st</sup> or 15<sup>th</sup> of the month, and that an EWR must be placed into routing at least five (5) business day prior to the students 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 \_\_\_\_\_

<b>Other Requirements:</b>	<input type="checkbox"/> Student Work Schedule	<input type="checkbox"/> Detailed Class Schedule
<b>Additional Requirements for Work Study Students:</b>	<input type="checkbox"/> Currently Dated Work Study Award Letter	<input type="checkbox"/> Signed Memo: Work Study Guidelines, General Terms & Conditions
Reviewed and Accepted By _____	Date Accepted _____	
SEO Staff Initials _____		