PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

RETURN THIS FORM along with your students' Spring 2011 class schedules in a sealed envelope to the Student Employment Office in Harrington Science Building Room 111 no later than December 3, 2010.

Holiday Roster Form

INTRUCTIONS: Supervisors who intend to have students working during the interim period between the Fall and Spring semesters, must complete this form and submit it to the Student Employment Office (SEO) by **Friday, December 3rd** . Please list all students who will be working in your department during the holiday break.

Please Note: Students who are working during the winter holiday break must be pre-registered for classes during the Spring 2011semester. A Spring 2011class schedule must be attached to this form and submitted to the SEO for every student who intends to work through the winter break.

Department: _____ Adloc Number: _____

Supervisor(s):_____ Phone Number: _____

Location: _____ PVAMU email: _____

		Please Indicate What Period the Student Will Be Working		Please Indicate the Type of Employment during the Holiday Period	
UIN/Student ID Last four #'s ONLY	**First/ Last Name**	**Holiday Period I (Dec 11-22)**	**Holiday Period (Jan 3-14)**	**Federal/TX Work Study**	**Student Hourly**