STUDENT EMPLOYMENT AND PAY ACTION FORM

EMPLOYEE NAME: _____ **Student ID#:** _____

This is a ☐ new employee ☐ renewal of employment ☐ change in Status

Is this a second department? ☐ Yes ☐ No

BUDGET UNIT: _____ **BUDGET # (16 digit)** _____

DESCRIPTION OF ASSIGNMENT: _____

****1st Day of Work:** _____ **ENDING DATE:** (If applicable) _____

RATE OF PAY:_____ **Anticipated Hours/week** _____

Upon verifying the above information, please sign and date the appropriate lines and forward to the next person.

Employee:	_____	**Date:**	_____
Budget Unit Head:	_____	**Date:**	_____
Administrative Approval (if applicable):	_____	**Date:**	_____
HR Representative:	_____	**Date:**	_____

ALL EMPLOYEES

****All new employees must complete an I-9 form on or before the first day of work. Failure to do so may be a violation of state and/or federal law. Other required forms include: W-4 and State Loyalty Oath. New employees must complete these forms in the Human Resources Office. Sayre employees should return completed forms to the Dean's Office.**

Wage rates must be set within the parameters established by the President or his/her designee of SWOSU. After approval, the employee will be required to sign this form.

The President of SWOSU has authorized the following to approve this pay form: Provost, Vice Presidents and Human Resources Representative.

Renewal of employment is for those individuals who have worked for SWOSU within the last 90 days.

Budget unit heads may direct such persons to forward this document through their office for review prior to forwarding to the Director of Human Resources.

Student employees are generally limited to working no more than 20 hours per week. During summer session and interims student employees may work up to 40 yours per week.

Student employees are paid minimum wage unless previous arrangements have been approved.

Any questions concerning this document should be addressed to Human Resources.