

APSU Student Employment Change Request Form

To maintain federal compliance, this form and all other required employment documentation must be completed and processed by Human Resources *before* any student starts a work assignment. To complete the required documentation, a student must attend an orientation session hosted by HR. When the student is eligible to begin working, the student and the supervisor will be notified by e-mail.

Employee Information

Student's Last Name	Student's First Name
Student E-mail Address	Student ID #

Assignment Information

Requested Action				
Position Title			Posting ID	
Department			Position #	
Target Start Date			Hourly Rate	
FOAP <small>(Must Correspond with Position #):</small>	Fund	Org	Account	Program
Who Will Approve This Student's Timesheet?	Supervisor		Timekeeping Location	

Assignment Change Information

If you are changing position #'s, please provide the former position #:	Former Position #	
If you are changing pay rates, please provide the former pay rate and change reason:	Former Pay Rate	Reason for the change

All positions will terminate at the end of one academic year (unless terminated by the department). If you wish to rehire a student employee into the same position, please complete the APSU Student Employment Change Request form at the appropriate time. If the position is grant-funded and requires a specific end date, please contact HR.

Approval Signature(s)

Hiring Manager Signature: _____ Date: _____

Grants Approval Signature: _____ Date: _____
(If Applicable) (Director of Grants & Sponsored Research)

Grants Approval Signature: _____ Date: _____
(If Applicable) (Grants Accountant)