



## STUDENT EMPLOYMENT ACTION FORM

This form documents the hire of the student named below by a Seattle University department. Supervisors are responsible for reading and understanding the *Supervisor's Guide to On-Campus Student Employment*. Submission of the form indicates agreement to adhere to University policies and procedures governing student employment. **The student is also required to complete a Form I-9 and a Form W-4 within 3 days of hire.** All required hire paperwork should be submitted together. Processing of hire paperwork can be expected within two weeks. NOTE: Student Employees MUST be enrolled at least half-time during the academic year.

### STUDENT

Last Name	First Name	Middle Initial
Seattle U ID	Birth Date	
Current Address, City, State, Zip Code	Local Phone Number, Including Area Code	

### DEPARTMENT

Effective Date	Job Title - <b>MUST</b> match the title used on the job description and web time entry screen
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Office Name	Phone	Budget Number (17 digits)
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This student will be paid from: <input type="checkbox"/> Federal On-Campus Work Study <input type="checkbox"/> Institutional Work-Study Student Employment <div style="border: 1px solid black; padding: 5px; width: fit-content;">           Community Service ONLY:  <input type="checkbox"/> FWSCO 100% (x020)  <input type="checkbox"/> FWSCW 75% (x030)         </div>	The student's base wage will be: <input type="checkbox"/> \$16.40 per hour <input type="checkbox"/> \$16.50 per hour <input type="checkbox"/> \$16.75 per hour <input type="checkbox"/> \$17.00 per hour <input type="checkbox"/> \$17.25 per hour <input type="checkbox"/> \$21.67 per hour - <i>Graduate Assistantship (Formerly LV4)</i>	Student will be working remotely from: Choose State
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Activity Manager's Printed Name	Activity Manager's Signature	Date
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### REQUIRED Information for Payroll Web Time Entry

Supervisor's Printed Name: _____	SU Employee ID: _____
Alternate Supervisor's Printed Name: _____	SU Employee ID: _____

### OFFICE OF STUDENT FINANCIAL SERVICES

Pay Rate: <input type="checkbox"/> Form I-9 <input type="checkbox"/> Federal Work Study eligible	FAO Initials: _____
<input type="checkbox"/> Form W-4 <input type="checkbox"/> Institutional Work-Study approval	Date: _____
<input type="checkbox"/> On-file	

### NOTICE OF SEPARATION

Effective Date of Separation: _____
Reason for Separation: _____
Supervisor's Signature _____ Date _____
Do you want to advertise this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many positions will be available? _____

Return the **ORIGINAL** copy immediately to the Office of Student Financial Services. The supervisor must make a copy for their records until the student's employment has ended. At that time, complete the Notice of Separation and forward the copy to the Office of Student Financial Services. The Office of Student Financial Services will notify the Payroll Office of the student's separation. Student employees may make a copy of the SEAF for their own records.