**Change Form for Federal Work Study Student Employment**

Use this form for pay raises, terminations or change an approver for a currently employed work study student worker.

**Student’s name as in Banner (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student’s 92 #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department Org #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position WS #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVAL BY THE EMPLOYING DEPARTMENT**

a

Complete this block to authorize the changes in blocks below.

**Supervisor: (print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Complete the appropriate blocks of information below.**

**To change positions, the old position will need to be terminated and a new Hiring form completed. This can be found on our website at** [**http://www.wcu.edu/apply/financial-aid/financial-aid-forms/staff-forms.asp**](http://www.wcu.edu/apply/financial-aid/financial-aid-forms/staff-forms.asp)**.**

**PAY RATE CHANGE**

a

Changes will be effective at the beginning of the next pay cycle if submitted at least 5 days before the start of the pay cycle. **Current hourly rate**: \_\_\_\_\_\_\_\_\_\_ **Proposed hourly rate: \_\_\_\_\_\_\_\_\_\_**

State justification for pay raise below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIMESHEET APPROVER CHANGE**

### If an approver change needs to be done, you must contact Anne Bank in HR at ambanks@wcu.edu or extension 2794.

###

**TERMINATION OF WORK STUDY EMPLOYEE**

a

**Termination of Student Employees-** Complete to terminate a work study student from employment.

**Last day worked** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Reason for termination** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To Be Completed by Financial Aid office:*** *Received Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Processed to HR: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Office of Financial Aid**

118 Killian Annex │ Cullowhee, NC 28723 │ 828.227.7290 *tel* │ 828.227.7042 *fax* │ workstudy.wcu.edu