

STUDENT PERSONNEL ACTION FORM

1. An I9 and a W-4 must be completed by **all** new hires (students who have not previously worked at St. Lawrence University).
2. When terminating a student, indicate termination date on copy and return to the Financial Aid Office as soon as possible.
3. Please complete the entire top portion of this form. **All incomplete forms will be returned.**

Student's Name _____ SLU ID No. _____

Department _____ Account No. _____

Job Title _____ Position No. _____
(if known)

Experience Level (no. of semesters) _____ Satisfactory Prior Performance Y/N _____

Position Grade Level for Job: A B C D Flat Rate \$ _____

Start Date _____ End Date _____

Supervisor Signature _____

Note: Instructions for completing the Student Personnel Action Form are on the next page.

DO NOT WRITE BELOW THIS LINE

W4 _____

PAY RATE _____

I9 _____

POS # _____

W/S _____

ASN # _____

Notes: _____

INSTRUCTIONS FOR COMPLETING STUDENT PERSONNEL ACTION FORM

EXPERIENCE LEVEL:

Represents the number of semesters that the student has held this position or previous experience in similar positions held elsewhere that the hiring department wants to be considered.

JOB TITLE:

Title of position from list of Approved Student Work Study Titles and Levels.

POSITION GRADE LEVEL:

From the list of Approved Student Work Study Titles and Levels. "A" being the highest and "D" being the lowest.

FLAT RATES:

All students are paid at an hourly rate unless a flat rate has been previously approved by the Financial Aid Office. Any new flat rates need approval by the Financial Aid Office.

NOTE:

New Student Work Study positions are created by completing a Job Description form and submitting it to the Financial Aid Office for approval.