

**STUDENT PERSONNEL ACTION FORM**

- 1. AN I9 AND W-4 MUST BE COMPLETED BY ALL NEW HIRES (STUDENTS WHO HAVE NOT PREVIOUSLY WORKED AT ST. LAWRENCE UNIVERSITY).**
- 2. WHEN TERMINATING A STUDENT, COMPLETE TERMINATION DATE ON PINK COPY AND RETURN TO THE FINANCIAL AID OFFICE.**
- 3. PLEASE COMPLETE THE ENTIRE TOP PORTION OF THIS FORM. INCOMPLETE FORMS WILL BE RETURNED.**

**Student's Name** \_\_\_\_\_ **SLU I.D. #** \_\_\_\_\_

**Department** \_\_\_\_\_ **Account #** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Position #** \_\_\_\_\_  
(If Known)

**Experience Level (# of semesters)** \_\_\_\_\_ **Satisfactory Prior Performance Y / N** \_\_\_\_\_

**Position Grade Level for Job**  A  B  C  D  Dining Services  
Calling All Saints  Flat Rate \_\_\_\_\_

**Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_

**WHITE COPY:** FINANCIAL AID OFFICE  
**PINK COPY:** RETAINED BY EMPLOYER UNTIL TERMINATION  
**YELLOW COPY:** EXTRA FILE COPY OR DISCARD

**Note: Instructions for Completing the Student Personnel Action Form are located on the back of the White Copy for your convenience.**

**DO NOT WRITE BELOW THIS LINE**

**W4** \_\_\_\_\_

**PAY RATE** \_\_\_\_\_

**I9** \_\_\_\_\_

**POS #** \_\_\_\_\_

**W/S** \_\_\_\_\_

**ASN #** \_\_\_\_\_

**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