



Student Personnel Action Request

Student Full Legal Name			Banner ID#	Effective Date:		End Date (if applicable):
<u>Employment Status</u> <ul style="list-style-type: none"> • Student Assistant • Work Study Student (Work Study- Posn # 10006369) 		Home Department: Position Number		Time Approver: Hours Per Week		Credit Hours Enrolled
<div style="border: 1px solid black; min-height: 100px;"></div>			Comments: <ul style="list-style-type: none"> • Need a new position number (attach Budget Amendment) • Grant Funded 			
Acct Number (only if new position):		Department	Fund:	Program:	Class:	Project:
*I certify that I have the budget to hire this position and authorize Budget Services to move departmental budgets to fund this action if necessary.						
*All newly hired or rehired student employees will be subject to a SAFE CHECK irrespective of the department in which they are working or the duties they are assigned with the assumption that student employees are receiving the required supervisory oversight and are not allowed to make autonomous decisions regarding cash, keys, or kids.						
*If this employee will be driving on behalf of the university, they will need to complete the mandatory driver qualification process through Parking & Transportation. Signifying this form is acknowledging that this process will be completed before the employee is allowed to drive.						
_____ Supervisor/Budget Manager Signature					_____ Date	

Student ONLY: Check all that apply

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| • I have no other job at VSU. | • I am currently enrolled as a student at VSU. |
| • I have at least one other job at VSU. | • I am receiving federal financial aid (i.e., Pell Grant). |