

UNA STUDENT EMPLOYMENT



Request to Change End Date

Use this form to extend a student's current assignment or to terminate an assignment prior to the originally requested end date.

KEEP A COPY OF THIS FORM FOR YOUR RECORDS

Student Name: _____ SID: _____

Job Group: circle one SG (GA) SF(FWS) SU(UWS)

Budget Organization Code _____ - _____ (SG=6140, SF=6141, SU=6139)

Position Number: _____

Old End Date: ____ / ____ / ____

New End Date: ____ / ____ / ____

Comments:

AUTHORIZATION: I request that this student's work study assignment be changed as noted on this form.

Funds are available in my department's work study budget to accommodate this request.

Department: _____ Phone: _____ Timesheet Approver Signature: _____

Cost Center Head Signature: _____ Date: _____

HR APPROVAL: _____ COMMENT: _____

RETURN FORM TO: HR – Student Employment - UNA Box 5043- Bibb Graves Room 226