

VANDERBILT UNIVERSITY
STUDENT EMPLOYMENT

C/O OFFICE OF STUDENT FINANCIAL AID
2309 WEST END AVENUE
PH: 343-4JOB - Fx: 343-8512
EMAIL: WORKSTUDY@VANDERBILT.EDU
WWW.VANDERBILT.EDU/STUDENTEMPLOYMENT
Job Postings: www.HireADore.com

CHANGE IN STUDENT EMPLOYMENT STATUS

Allows a department to make employment status changes for a student who is employed under 1) the FWS Program OR 2) FWS AND Institutional Employment. If student is not currently employed as FWS, a PAF is required. This form may not be used.

STUDENT NAME: _____

INFORMATION: STUDENT'S FWSP EMPLOYMENT DEPARTMENT: _____

EMP ID #: _____ REC #: _____

EMPLOYING DEPT. NAME _____

DEPARTMENT: DEPT. ADDRESS _____ MAIL DROP: _____

INITIATOR/SUPERVISOR _____ PHONE: _____

HOME DEPT #: _____ FAX: _____

EFFECTIVE DATE OF CHANGE: _____

TYPE OF CHANGE:

Mail Drop ID _____ Job Code (FWS to Inst.) Other: _____

Rate of Pay _____ Termination Date _____

Please charge the following Departmental Center number(s) for the student's wages:

	Circle One	Dept. Center #	Job Code
<input type="checkbox"/> Center Number	Add Delete 1.	_____	_____
	Add Delete 2.	_____	_____
	Add Delete 3.	_____	_____
	Add Delete 4.	_____	_____

**INITIATOR/
SUPERVISOR
AGREEMENT:** I wish to make the above changes to the student's employee status. *I understand that undergraduate employees may work no more than 20 hours per week total, inclusive of all on-campus jobs held by the student. Graduate/professional student employees are limited to 29.5 hours, inclusive of all VU jobs.*

Signature of Authorized Individual: _____

Date: _____

****PLEASE RETURN FORM TO STUDENT EMPLOYMENT****

*****PLEASE NOTE FWS STUDENT EMPLOYEES ARE TERMINATED FROM ALL FWS EMPLOYMENT AT THE END OF THE ACADEMIC YEAR*****