

FWS TURNAROUND

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.

Current - Employee Information:

STUDENT INFORMATION: **NAME:** _____ **Eff DATE:** _____
EMP ID #: _____ **REC #:** _____ **ACTION:** _____
PAY RATE: _____ **PAY GROUP:** _____ **JOB CODE:** _____

EMPLOYING DEPARTMENT: **DEPT. NAME:** _____
MAIL DROP: _____

New - Employee Information:

INITIATOR: PLEASE COMPLETE YOUR REQUESTED CHANGES BELOW.

EFFECTIVE DATE 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:

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

Signature of Authorized Individual/Date: _____

INITIATOR/ SUPERVISOR AGREEMENT: I wish to make the above changes to the student's employee status. I understand that during academic periods undergraduate student 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.

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

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