



## Student Employment Action Form

(request to hire a student employee)

Send completed form to **LISA MYERS** in **FINANCIAL AID OFFICE** (Reynolda Hall, room 4).

STUDENT INFORMATION		ACTION INFORMATION	
WF ID:	<input type="text"/>	Effective Date:	<input type="text"/>
Last 4 SSN:	<input type="text"/>	<i>*Note the effective date for new hires/rehires is the 1st day of work, for pay changes/corrections is the 1st day of the month, and for terminations is last day of the month.</i>	
Last Name: (suffixes)	<input type="text"/>	<input type="checkbox"/> New Hire (Student has never worked at WFU before.)	
First Name:	<input type="text"/>	<input type="checkbox"/> Rehire (Student has worked at WFU before.)	
Middle Name:	<input type="text"/>	<input type="checkbox"/> Pay Change (Request to increase or decrease rate of pay.)	
DOB:	<input type="text"/>	<input type="checkbox"/> Chg Budget Code (Request to change a budget code.)	
Tax Mailing Address: <small>(physical/street address for W-2 mailing)</small>	<input type="text"/>	<input type="checkbox"/> Start FWS (FWS available, terminate non-FWS job.)	
Is this student a non-US citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Stop FWS (FWS has been exhausted, activate a non-FWS job.)	
<i>*See pg 2 for Non-US Citizen instructions regarding the I-9 &amp; tax forms.</i>		<input type="checkbox"/> Termination (Remove timecard from WIN payroll.)	
BUDGET INFORMATION		PAYMENT INFORMATION	
Department Name:	<input type="text"/>	<input type="checkbox"/> Hourly	Hourly Rate: <input type="text"/>
Budget Code: (6 digits)	<input type="text"/>		Old Rate: <input type="text"/> <small>(Only applies for pay changes)</small>
Grant/Project Code: (Uxxxxx/Gxxxxx)	<input type="text"/>		Stipend Begin: <input type="text"/>
Fund Code: (111111 or RGxxxx)	<input type="text"/>	<input type="checkbox"/> Monthly Stipend	Stipend End: <input type="text"/>
		<i>*Note that the monthly stipend must begin on the 1st of a month and end on the last day of a month.</i>	Monthly Rate: <input type="text"/>
COMMENTS		DEPARTMENT AUTHORIZATION	
<input type="text"/>		This information is authorized by (no students allowed):	
		Print Name:	<input type="text"/>
		Signature:	<input type="text"/>
		Campus Ext: <input type="text"/>	Date: <input type="text"/>

Fin Aid: \_\_\_\_\_

H R: \_\_\_\_\_

Payroll: \_\_\_\_\_

FWS  
 NFWS

I-9  
 SSAN



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(request to hire a student employee)

Please read all the instructions below on how to complete the Student Employment Action Form.

**Student Information:** Complete this section with the student's information.

**Action Information:** The effective date for new hires or rehires is the 1st day of employment. The effective date for pay changes or corrections is the 1st of the month. The effective date for terminations is the last day of the month. Determine what action is appropriate and mark the corresponding box.

**Budget Information:** Complete this section with the budget code from which the student will be paid. If this is the only student that is currently employed in this department (or assigned to this budget code), Department Heads must email the Payroll office ([payroll@wfu.edu](mailto:payroll@wfu.edu)) to designate proxies to approve the student's time and attendance on WIN.

**Payment Information:** Indicate if the student is to be paid hourly (include old and new rate for pay changes) or with a monthly stipend (include the start date and end date).

**Comments:** List additional comments with regards to this job.

**Authorized Signature:** Forms must be authorized by the Student Employment Coordinator (SEC); not students.

**Special Instructions:** This section will help you determine what new hire paperwork and/or any special instructions are required. Please submit the Student Employment Action Form and any required documentation to **FINANCIAL AID, ATTN: LISA MYERS, REYNOLDA HALL, ROOM 4**, in order to begin the hire process in a timely manner. Missing information will delay the WIN timecard set up.

Employment Status	Special Instructions
New Hires	Must complete an I-9, provide 2 forms of id, provide a copy of their signed Social Security Account Card, W-4, NC-4, and a Direct Deposit form.
Rehires	New hire paperwork is only required if the student has not worked with in the past 2 years or if there has been a change in their information.
Non-US Citizens	Must go to the International Studies Department (x5938) to complete an I-9. The student must make an appointment with Payroll (x3929) and bring the completed forms so that tax treatment can be determined.
Lawful Permanent Resident	Must complete an I-9 form with appropriate copies of identification, W-4, NC-4, a Direct Deposit form, a copy of their Permanent Resident card or other applicable INS authorization documents for tax purposes.
Teaching, Research, or Fellowship Ast.	Contact the Graduate School (x 5301).

*\*\*Students who claim exempt status are to submit new Federal (W4) and State (NC4) tax forms to Payroll each calendar year\*\**

*\*Students should contact their Student Employment Coordinator (SEC) with any questions.\**