

This form is used to initiate a change in the employment designation and general ledger account utilized to pay a current student employee. Departments commonly use this form to transition a student from Federal Work Study wages to department wages. Please forward completed forms to **Student Employment, Nestor Hall 113**, or studentemployment@csc.edu.

STUDENT INFORMATION

Student Name: _____ Cougar ID: _____

CURRENT POSITION INFORMATION

Department: _____ Position Title: _____

Classification/Pay Rate: II - \$8.70 III - \$10.20

DESIGNATION CHANGE: Please indicate the change in designation, G.L. and effective date of change.

Federal Work Study **TO** College Work Study

Department G.L.

Project ID (for grants)

College Work Study **TO** Federal Work Study

Columbus **10-10-11-40040-51311**

Delaware **10-50-11-40040-51311**

EFFECTIVE DATE:

(Month/Day/Year)

Please select a date that begins a pay period (i.e. 1st or 16th).

DEPARTMENT AUTHORIZATION

Hiring Manager Name: _____ Phone: _____

Signature: _____ Date: _____

Please allow up to five business days for your request to be processed

* Students changing to **Federal Work Study** must be registered for and maintain six or more eligible credit hours of enrollment

* Students changing to **College Work Study** must be registered for and maintain three or more credit hours of enrollment

AUTHORIZATION BY STUDENT EMPLOYMENT STAFF (CAREER SERVICES)

Staff Name: _____ Signature: _____ Date: _____

Position ID (current): _____ **Position ID (new):** _____