



**STUDENT PERSONNEL INFORMATION NOTICE - *CREDIT***  
Student Employees and Graduate Assistants

RECEIVING TUITION AND/OR ROOM AND BOARD CREDITS WITH OR WITHOUT CASH PAYMENTS

**ATTACH CONTRACT LETTER TO THIS FORM. This form must be completed for EVERY TERM or INTERIM PERIOD.**

Academic Year	Registration/Campus T/H <input type="checkbox"/> F/M <input type="checkbox"/>	New Hire <input type="checkbox"/>	Change <input type="checkbox"/>	SS2 <input type="checkbox"/>	FA <input type="checkbox"/>	WS <input type="checkbox"/>	SP <input type="checkbox"/>	SS1 <input type="checkbox"/>	TERM
Effective Date									
Name: _____				Interim Period: _____ (Specify dates for Interim Period worked)					
(Last)	(First)	(MI)		Social Security Number <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> - <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> -					
Address: _____				Visa Status		Race/Ethnicity			
Phone: _____				<input type="checkbox"/> F-1	Asian		<input type="checkbox"/> Hispanic		
Male <input type="checkbox"/> Female <input type="checkbox"/>				<input type="checkbox"/> J-1	<input type="checkbox"/> Black		<input type="checkbox"/> Native American		
Date of Birth				<input type="checkbox"/> H-1	<input type="checkbox"/> Caucasian				
Student ID Number				<input type="checkbox"/> Other					

Hiring Department GL Code \_\_\_\_\_

Hiring Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Direct Supervisor/Campus: \_\_\_\_\_

Hours per term/Interim Period:  Anticipated termination date: \_\_\_\_\_

Job Description: \_\_\_\_\_

Indicate any other University departments employing this student: \_\_\_\_\_

**AWARD:**

No. of tuition credits awarded (per term): <input type="checkbox"/> <input type="checkbox"/>	Graduate <input type="checkbox"/>	Undergraduate <input type="checkbox"/>
Cash Stipend awarded (per term) in \$: _____	GL and Object Code to Charge: _____	
Room/Board Allowance (per term) in \$: _____	GL and Object Code to Charge: _____	
Room/Board a condition of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**SIGNATURES:**

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dean/VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/VP Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Provost/SVP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT PERSONNEL INFORMATION NOTICE - **CREDIT** INSTRUCTIONS

**GENERAL:** This form must be used for all student employees who receive credits for tuition and/or room and board with or without cash payments. The Student Personnel Information Notice - **CASH** form should be used for student employees who receive cash payments only. This form must be prepared for each term and interim Period (weeks between regular terms) for which the student is employed and for all changes and forwarded to ENROLLMENT SERVICES upon completion. Hiring department copy will be returned to hiring department when processing is completed.

**ACADEMIC YEAR:** Include current academic year in the format provided (Example: 2000-2001).

**REGISTRATION CAMPUS:** Check the applicable box for the campus where the student is registered for classes.

**NEW HIRE/CHANGE/EFFECTIVE DATE:** Check either the new hire or change box and include the month, day and year (MMDDYYYY) of the effective date of hire or change. Examples of changes include change in address, change in award, and change in hiring department from the Student Personnel information Notice originally completed. For changes, include name, social security number, and new or changed information. Do not include information that is unchanged.

**TERM:** Check the applicable term for employment. For interim Periods include the beginning and ending date for the period the student will be employed.

**NAME/ADDRESS/PHONE:** include the complete name, address, and home telephone number of the student employee.

**SOCIAL SECURITY NUMBER/VISA STATUS:** Include the student's social security number and visa status, if applicable. All employees of the University must have a social security number (an ITIN is not acceptable.) Contact the Human Resources Department if the student does not have a social security number.

**Check the applicable boxes** to indicate the student's race/ethnicity designation and sex and include student's date of birth (MMDDYYYY) and student ID number (if available). (Race/Ethnicity is assumed to be "White" if no box is checked.)

**HIRING DEPARTMENT/DEPARTMENT ACCOUNT NO:** Include the department and twelve-digit GL account number to be charged. The account number to be charged should be the account number where the position is budgeted.

**JOB TITLE:** Include job title (Examples: Graduate Assistant, Resident Assistant, Student Orientation Leader.

**DEPARTMENT/CAMPUS WHERE SERVICES PERFORMED:** Include the name of the and campus where the student will be performing services. This may include more than one department/campus and be different from the employing department.

**HOURS PER TERM/INTERIM PERIOD:** Include the total number of hours student will work during the term or interim Period indicated. All undergraduate and F-1 and J-1 graduate and undergraduate visa holders are limited to 20 hours per week during regular terms. Other graduate students are limited to 20 hours per week or 30 hours per week with the approval of the dean or his designee.

**ANTICIPATED TERMINATION DATE:** Include the last date (MMDDYYYY) the student is expected to work, which can not be a date later than the end of a term or interim period.

**JOB DESCRIPTION:** Include a detailed description of the duties the student will be performing.

**Indicate** any other department in the University where this student is employed.

**AWARD:** Include the number of tuition credits awarded (credits), cash stipend to be paid (dollars) and room/board allowance awarded (dollars) for the term indicated. Check the applicable box indicating whether or not room/board is provided as a condition of employment. Room/board is a condition of employment for Resident Assistants and Residence Life Graduate Assistants, Student Orientation Leaders and EOF Summer Program employees. Any other employees required to live on campus must have prior approval from Human Resources.

**GRADUATE/UNDERGRADUATE:** Check the applicable box indicating whether credits awarded are undergraduate or graduate.

**SIGNATURES:** Both department head of hiring department and dean must sign, date, print name and University extension. This form must also be signed and dated by the provost.

**ATTACHMENT:** The contract letter must be attached to this form.