

**Student Employment/Termination Form
PAYROLL INFORMATION
(For departmental use only, not required.)**

A.

Last _____	First _____	MI _____	PUID # _____
Current Information:			
Local Address: _____	_____	_____	_____ Purdue Undergraduate
Phone: _____	_____	_____	_____ Purdue Graduate
Campus/Bldg: _____	_____	_____	_____ Purdue Student NOT currently enrolled
Phone: _____	_____	_____	_____ Student NOT at Purdue
Email: _____	_____	_____	_____ Currently working in another Purdue department?
Student has Work Study _____ No _____ Yes		If yes, collect PAF from student (Payroll Authorization Form)	

B. Job Description: _____

Check One: Clerical _____ Service _____

Maximum Hours Per Week: _____ **Length of employment:** _____ # of weeks

Start Date: _____ **Rate of Pay:** \$ _____ /hour

Add'l Time ID: (circle one) Day Evening Night Other: _____ **Level:** _____

	Eff. Date	Hrly Rate	Shift	Level
Rate Adj:				
Rate Adj:				
Rate Adj:				
Rate Adj:				

Source of Funds _____

Approvals:

Supervisor Date

Dept. Head/Director Date

Financial Manager Date

Bring this form and student to the Business Office to complete employment forms.

C. Business Office Use Only:

Time Administrator: _____ **Payroll Admin Code:** _____ **Person ID #** _____

I-9 Date: _____ **Position ID #** _____

D. Termination Information

Termination Date: _____

Check reason for termination (For departmental use only)

- | | | |
|--------------------------------------|---|----------------------------------|
| 01) _____ Temporary or Seasonal | 32) _____ Dissatisfied w/Employment | 37) _____ Personal Reasons |
| 02) _____ Reduction in Force | 33) _____ Health Reasons | 40) _____ Inadequate Performance |
| 13) _____ Work Authorization Expired | 34) _____ Relocated | 41) _____ Inappropriate Behavior |
| 30) _____ Higher Wages or Benefits | 35) _____ Return to School | 42) _____ Attendance |
| 31) _____ Career Opportunity | 36) _____ Resign in Lieu of Termination | 43) _____ Job Abandonment |
| | | 50) _____ Death |

EXPLAIN _____

Supervisor

Total job performance _____ Excellent _____ Good _____ Average _____ Below Average _____ Poor

Attendance _____ Excellent _____ Good _____ Average _____ Below Average _____ Poor