

**RECORD OF EMPLOYMENT**

Student Employment

Date: \_\_\_\_\_

To: Human Resources - Phone #: 468-6018 Fax #: 886-5670

Re: Student Employment      New Hire                      Job Change

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Please complete this form and have the student bring it to the Human Resources Department located in the Ferguson Social Science building Room #130. The Student will complete a W-4 and an I-9, and only then can he/she be added to the payroll. Work Study student workers must bring award letter. We will remove the posted Student Employment Vacancy form as soon as we receive this notice that you have filled the advertised vacancy.

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The student whose name appears below has been hired by the department/office of \_\_\_\_\_

for a      Regular Campus position      or      Work Study position.

Name \_\_\_\_\_

SS# \_\_\_\_\_ Starting date \_\_\_\_\_

Supervisor \_\_\_\_\_

Previously Employment by A & M - Commerce      Yes      No

If Yes: Term \_\_\_\_\_ Department \_\_\_\_\_

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**FOR HUMAN RESOURCES USE ONLY**

W-4 Form	_____
I-9 Form	_____
WCI Notice	_____
Award Letter	_____

**RECORD OF TERMINATION**

Student Employment

Date: \_\_\_\_\_

To: Human Resources - Phone #: 468-6018 Fax #: 886-5670

Re: Student Employment

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Recently, the student employee whose name appears below was terminated. Please fill in the information requested below and return it to the Human Resources Department located in the Ferguson Social Science building Room #130.

Thank you for your cooperation in this matter.

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Regular Campus position

Work Study position.

Name \_\_\_\_\_ SS# \_\_\_\_\_

Date of Termination \_\_\_\_\_

Reason for Leaving:

\_\_\_\_\_  
Department

\_\_\_\_\_  
Immediate Supervisor