STUDENT EMPLOYMENT OFFICE

Employment Change Notification

Student Employee Name: ______  OLLU ID#: ______

Department: ______

Supervisor Name: ____________________________________________

☐ Work-Study  ☐ Student Employment

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To be completed by Supervisor:

_____ Resignation
_____ Termination (documentation attached)
_____ Depleted Work-Study award, transferring to Student Employment
_____ Completed Work-Study award
_____ Other

Please indicate reason for Change:

____________________________________________________________________

Effective Date: ______________

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<th>Supervisor Signature</th>
<th>Date</th>
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To be completed by student:

Comments (Optional)

____________________________________________________________________

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<th>Student Employee Signature</th>
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Note: A COPY OF THE FINAL TIME CARD printed from eSupervisor must be attached to this change notification form and submitted to the STUDENT EMPLOYMENT OFFICE as soon as possible. Students resigning or terminated from a position in one department and obtaining employment in another department may report to work in the new department at the beginning of a pay period, provided paperwork is complete. Students may not be working in two departments within the same pay period.