Print Form

WAKE FOREST UNIVERSITY

Human Resources

Student Employment Action Form

(This form is to be completed by the Student Employment Coordinator)
Student Employment forms can be found on this website:
www.wfu.edu/studentemployment

Send completed form to **LISA MYERS** in **FINANCIAL AID OFFICE** (Reynolda Hall, room 4).

STUDENT INFORMATION

WF ID:

Last 4 SSN:

Last Name: (suffixes)

First Name:

Middle Name:

DOB:

Tax Mailing Address:
(physical/street address for W-2 mailing)

Is this student a non-US citizen? ☐ Yes ☐ No

**See pg 2 for Non-US Citizen instructions regarding the I-9 & tax forms.*

ACTION INFORMATION

Effective Date:

**Note the effective date for new hires/rehires is the 1st day of work, for pay changes/ corrections is the 1st day of the month, and for terminations is last day of the month.*

☐ New Hire (Student has never worked at WFU before.)

☐ Rehire (Student has worked at WFU before.)

☐ Pay Change (Request to increase or decrease rate of pay.)

☐ Chg Budget Code (Request to change a budget code.)

☐ Start FWS (FWS available, terminate non-FWS job.)

☐ Stop FWS (FWS has been exhausted, activate a non-FWS job.)

☐ Termination (Remove timecard from WIN payroll.)

BUDGET INFORMATION

Department Name:

Budget Code: (6 digits)

Grant/Project Code: (Uxxxxx/Gxxxxx)

Fund Code: (111111 or RGxxxx)

PAYMENT INFORMATION

☐ Hourly

Hourly Rate:

Old Rate:
(Only applies for pay changes)

☐ Monthly Stipend

**Note that the monthly stipend must begin on the 1st of a month and end on the last day of a month.*

Stipend Begin:

Stipend End:

Monthly Rate:

COMMENTS

DEPARTMENT AUTHORIZATION

This information is authorized by (no students allowed):

Print Name:

Signature: _____

Campus Ext: Date:

Fin Aid:_____ H R:_____ Payroll:_____

☐ FWS
☐ NFWS

☐ I-9
☐ SSAN

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Please read all the instructions below on how to complete the Student Employment Action Form.

Student Information: Complete this section with the student's information.

Action Information: The effective date for new hires or rehires is the 1st day of employment. The effective date for pay changes or corrections is the 1st of the month. The effective date for terminations is the last day of the month. Determine what action is appropriate and mark the corresponding box.

Budget Information: Complete this section with the budget code from which the student will be paid. If this is the only student that is currently employed in this department (or assigned to this budget code), Department Heads must email the Payroll office (**payroll@wfu.edu**) to designate proxies to approve the student's time and attendance on WIN.

Payment Information: Indicate if the student is to paid hourly (include old and new rate for pay changes) or with a monthly stipend (include the start date and end date).

Comments: List additional comments with regards to this job.

Authorized Signature: Forms must be authorized by the Student Employment Coordinator (SEC); not students.

Special Instructions: This section will help you determine what new hire paperwork and/or any special instructions are required. Please submit the Student Employment Action Form and any required documentation to ***FINANCIAL AID, ATTN: LISA MYERS, REYNOLDA HALL, ROOM 4,*** in order to begin the hire process in a timely manner. Missing information will delay the WIN timecard set up.

Employment Status	Special Instructions
New Hires	Must complete an I-9, provide 2 forms of id, provide a copy of their signed Social Security Card, W-4, NC-4, and a Direct Deposit form.
Rehires	New hire paperwork is only required if the student has not worked with in the past 2 years or if there has been a change in their information.
Non-US Citizens	Must go to the International Studies Department (x5938) to complete an I-9. The student must make an appointment with Payroll (x3929) and bring the completed forms so that tax treatment can be determined.
Lawful Permanent Resident	Must complete an I-9 form with appropriate copies of identification, W-4, NC-4, a Direct Deposit form, a copy of their Permanent Resident card or other applicable INS authorization documents for tax purposes.
Teaching, Research, or Fellowship Ast.	Contact the Graduate School (x 5301).

Students who claim exempt status are to submit new Federal (W4) and State (NC4) tax forms to Payroll each calendar year
Students should contact their Student Employment Coordinator (SEC) with any questions.