

TEXAS STATE[®]

LBJ STUDENT CENTER

STUDENT APPOINTMENT/SEPARATION REQUEST

Incomplete Form Will Not Be Accepted

PART I: (Check One) New Hire Rehire Hourly Wage/Account # Change

Separation Last Day of Work (mm/dd/yy) _____

Change Work-Study to Regular Regular Wage to Work-Study

Has this student ever been employed at Texas State University? Yes No

If yes, when & where: _____

PART II:

Student Last/First Name: _____ Dept./Office: _____

BobcatMail: _____@txstate.edu Supervisor: _____

Start Date: *****3-day after the forms are submitted**_____ Hourly Rate: \$ 8.00 or _____

***Work-Study Student (attach work study award letter)** **Regular Wage Student**

PART III: NEW HIRE CHECKLIST:

* I-9 W-4 Acknowledgement Confidentiality Agreement **(**Direct Deposit)**

*I-9 documents must be attached to the hiring packet

**Direct Deposit form must be submitted directly to the Payroll Office (JCK 582) by the employee

Account Number: (Circle One) 4720 4730 3639 PALM ASSESS 3818 other _____

Signature of Supervisor: _____ Date: _____

FOR OFFICE USE ONLY

Date Received -	Initial -	Select Service - male employees
------------------------	------------------	--

Notes -