

The University of Akron Career Services - Student Employment

Student Union 211 Akron, OH 44325-4306 Email: studentemployment@uakron.edu Phone: 330-972-7747

Change Form: Pay/Account/Status/Termination

TO BE COMPLETED BY HIRING SUPERVISOR										
Student ID	Student Last Name			Student First Name		Student's current FWS status Federal Work Study (FWS) Non-FWS				
CHANGE(S) TO BE MADE WITH THIS FORM: <table style="width: 100%; border: none;"> <tr> <td style="width: 35%; border: none;"> Pay rate change *student sign. required Add Account Code(s) Change Account Code(s) </td> <td style="width: 30%; border: none; text-align: center;"> <i>Indicate change in student FWS status below:</i> Federal Work Study (FWS) to Non-FWS Non-FWS to Federal Work Study </td> <td style="width: 35%; border: none; text-align: center;"> Termination </td> </tr> </table>								Pay rate change *student sign. required Add Account Code(s) Change Account Code(s)	<i>Indicate change in student FWS status below:</i> Federal Work Study (FWS) to Non-FWS Non-FWS to Federal Work Study	Termination
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Effective date		Department			Dept Code					
Supervisor Name			Supervisor Email		Supervisor Phone Ext.	Zip + 4				
Current Pay Rate \$ _____/hour	New Pay Rate *student signature required \$ _____/hour		Current Account Code	Change Account Code(s) to	Add Account Code(s)					
Job description:				Rationale for Change:						
Signature of Student Employee (needed for any pay rate change)				Date	(Additional signature if needed)		Date			
Signature of Department Head				Date						

TO BE COMPLETED BY CAREER SERVICES STUDENT EMPLOYMENT							
FWS period of eligibility to work TO					Amount of FWS award: *The award may be modified due to future changes in eligibility or due to available funding \$ _____ May work a maximum of 29 hours/week		
Fall	Spring	Inter	Sum I	Sum 8 week	Sum II	Credit Hrs.	Rank Pay rate \$ _____ /hour
Signature of Career Services Student Employment					Date	Processor's Initials	Record #

Incomplete forms submitted without information or signatures will be returned to the department and will delay processing. Revised 1/26/21