Student Employment – Rehire Status Form – Update to the Office of Human Resources

Compliance Requirement:

- ✓ Students are allowed to continue status of employment if they worked in the immediate preceding Fall or Spring semester. Otherwise, the position must be opened and follow hiring procedures.

For Semester: *(check one)*

☐ **Fall** ☐ **Spring** ☐ **Summer**

Department Name: _____ Department Account Number: _____ Date: _____

Hiring Supervisor: _____ _____ _____

(Print Name) (Signature) (Phone number)

The following student(s) will be continuing employment within our department/office.

Student Name	ID#	Start Date

*** TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT***

Date Received: _____ Date Processed in Banner: _____ Completed by: _____