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TO BE COMPLETED AND SUBMITTED BY WRIGHT STATE UNIVERSITY ON-CAMPUS STUDENT EMPLOYMENT TIMECARD APPROVERS, FROM WRIGHT.EDU EMAIL ADDRESS**

Use this Personnel Action Grid if the student employee has EVER been a Wright State student employee on either campus.

In other words, the student has been previously employed at Wright State, for any length of time, in a position *compensated via student employment biweekly payroll*.
(Jobs located on campus but *not* compensated via student employment biweekly payroll: resident assistants, dining services, bookstore, Starbucks, Nutter Center concessions, GA-GRA-GTA positions.)

Student Employment staff refer to incoming requests on this grid as *Rehires* (they have an existing record in the Wright State student employee database).

Ask the student. Student doesn't know? You don't know? Email studentemployment@wright.edu before sending a grid.

A	B	C	D	E	F	G	H
Student UID#	Student first name and last name	Student <i>wright.edu</i> email address (in its entirety) - external email not permitted	Timecard approver first name and last name	Timecard approver <i>wright.edu</i> email address (in its entirety) - external email not permitted	On this grid include <i>only</i> students who have a record of being paid as Wright State student employee compensated through the student employment biweekly payroll (AKA Rehire). Use additional grids as needed.	Identify the specific action to be applied: <i>Rehire</i> = in the same dept., same position as previously. <i>Additional Job</i> = student currently has or previously had a student employment job in this dept. <i>and/or</i> elsewhere on either campus; this job will be an additional position on their existing record of on-campus student employment; <i>Promotion</i> = job is in same department but student is being advanced to a higher level position (if more than three employees are to be promoted, contact studentemployment@wright.edu before sending grid).	If action in column G is <i>Additional Job</i>: Enter the Job Posting # from Handshake
					Student has record of being paid as student employee compensated through the student employment biweekly payroll (AKA Rehire).		
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