PERSONNEL ACTION REQUEST (PAR) (Student)

Permanent Address:	City:	
	City	State:Zip:
Home: Phone Number:	Sex:	Ethnic Code:
New Hire Rehire Separation		
Reason for Separation (Explanation Attached)	: Discharge	D Quit

	From	То
Job Title :		
Campus:		
EEO Code:		
Classification:		
Hours Enrolled at TVCC:		
Rate of Pay per Hour:		
Hours to Work per Week: (up to 19)		
Accounting Code: (0000-000-0)		
Employee Status (PT)		

I hereby certify that I understand pay and overtime provisions, working conditions, employee benefits, and other policies regarding employment at TVCC. I also certify that I am not on scholastic probation, financial aid suspension or disciplinary probation. SHOULD I OWE ANY MONEY TO THE SCHOOL, I AUTHORIZE THE BUSINESS OFFICE TO WITHHOLD A MINIMUM OF 50% OF MY MONTHLY CHECK AND APPLY IT TO MY DEBT.

Student Employee Signature

Date

REQUIRED SIGNATURES BELOW

Supervisor	Date
Dean/Director/Provost	Date
Director of Financial Aid	Date

Effective Date- The first working day of employment

Ethnic Code:

1 = White, non-Hispanic 3 = Hispanic 5 = American Indian/Alaskan 2 = Black, non-Hispanic 4 = Asian/Pacific Islander

6 = Other/Non-Resident Alien

New Hire- First time student has worked for TVCC

Separation- No longer working (Termination)

Rehire- Has this student EVER worked for TVCC before

EEO Code: 0

Classification:

Workstudy Institutional