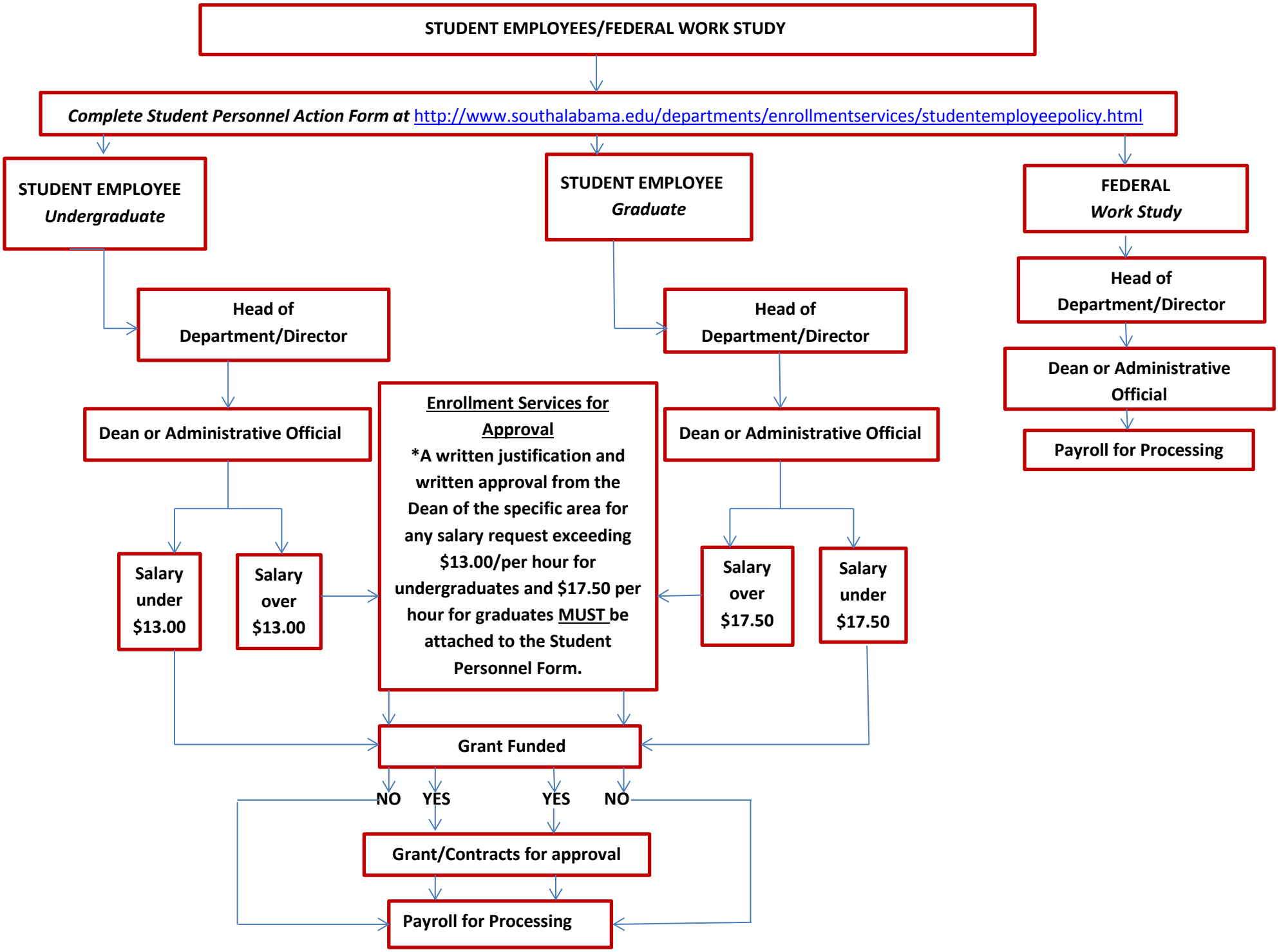
STUDENT EMPLOYEES/FEDERAL WORK STUDY
Complete Student Personnel Action Form at http://www.southalabama.edu/departments/enrollmentservices/studentemployeepolicy.html
STUDENT EMPLOYEE Undergraduate
STUDENT EMPLOYEE Graduate
FEDERAL Work Study
Head of Department/Director
Head of Department/Director
Head of Department/Director
Dean or Administrative Official
Dean or Administrative Official
Dean or Administrative Official
Payroll for Processing
Salary under $13.00
Salary over $13.00
Enrollment Services for Approval
*A written justification and written approval from the Dean of the specific area for any salary request exceeding $13.00/per hour for undergraduates and $17.50 per hour for graduates MUST be attached to the Student Personnel Form.
Salary over $17.50
Salary under $17.50
Grant Funded
NO
YES
YES
NO
Grant/Contracts for approval
Payroll for Processing