



SOUTH GEORGIA STATE COLLEGE

Student Personnel Action Form

Student Full Legal Name:		Banner ID#:	Effective Date:	End Date (if applicable):
Employment Status <input type="checkbox"/> Student Assistant <input type="checkbox"/> Work Study Student	Home Department:	Time Approver:	Credit Hours Enrolled:	
	Position Number:	Hours Per Week (Must be 19 hrs. or less):	Pay rate:	
Job Action <input type="checkbox"/> New Hire <input type="checkbox"/> Re-Hire <input type="checkbox"/> Position Change <input type="checkbox"/> Time Approver Change <input type="checkbox"/> Pay Change	Comments:			
	<input type="checkbox"/> Need a new position number (complete position request form) <input type="checkbox"/> Grant Funded _____			
Student ONLY: Check all that apply				
<input type="checkbox"/> I am currently enrolled as a student at SGSC.				
Student Signature		SGSC Email Address	Date	
All new and rehired student employees are required to complete all compliance training within the first 30 days of employee. Supervisor are required to ensure completion of all trainings by the deadline.				
<ul style="list-style-type: none">• USG Ethics Training• Cybersecurity Training• Right-to- Training• Clery Overview Training• 				
Supervisor Name & Signature		Date		
Department Head Name & Signature		Date		