



**Federal Work-Study
 Employee Requisition Form 2011-2012**

Employee's Name (Last, First, Middle Initial)	Student ID #
Department:	
Supervisor:	Alt. Supervisor:
Pay Rate: \$7.50 _____	
The student listed above has worked for me at least two semesters. I am requesting that the student's wage be increased to \$8.00 per hour. _____	
Comments:	
Supervisor Signature:	Date:

Disciplinary Action Record

Name _____ Student ID Number _____

Verbal Warning Date: _____

Explanation _____

Supervisor Signature _____ Student Signature _____

Written Warning Date: _____

Explanation _____

Supervisor Signature _____ Student Signature _____

Dismissal Date: _____

Explanation _____

Supervisor Signature _____ Student Signature _____

*Student signature indicates that the student has discussed this form with his or her supervisor.
