Student Personnel Action Form

Human Resources
TEXAS CHRISTIAN UNIVERSITY
TCU Box 298200
Fort Worth, TX 76129

Frog Jobs #

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Work Study Authorization:

Effective Date	**Name** *(as Shown on Social Security Card)*	**TCU ID**
Term Date	**Personnel Action – Action Reason**	**Pay Cycle**
		Biweekly

Job Information

Department	**Job Code**	**Job Type**	**Full/Part Time**	**Std Hrs**
		Temporary	Part Time	

Pay Group	**Employee Class**	**Pay Type**	**Pay Rate**
STU			

Budget Information

Department	**Fund**	**Account**	**Project**	**Earn Code**

Additional Pay / One Time Payments

Earn Code	**Begin Date**	**End Date**	**Pay Rate**	**Goal Amount**

Department	**Fund**	**Account**	**Project**

Comments for Job Information & Additional Pay

Job Contact Information

Supervisor Name *(Please Print)*	**Supervisor ID #**	**Phone Number**	**Date**

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Budget Manager Name *(Please Print)*	**Signature**	**Date**