SPELMAN COLLEGE

GENERAL COLLEGE STUDENT PAYROLL ACTION FORM

DEPARTMENT: _____

PROGRAM/PROJECT: _____

NAME OF STUDENT(S)	SSN	JOB TITLE	START DATE	END DATE	PAY RATE PER HOUR	HOURS PER WEEK	BUDGET CODE

APPROVALS

Recommended by: _____ Date: _____

V.P./Provost/President: _____ Date: _____

Director of Human Resources: _____ Date: _____

V.P. for Business & Financial Affairs: _____ Date: _____

Distribution: White-Payroll Yellow-Human Resources Pink-Student Financial Aid Goldenrod-Originator