



THIS FORM IS SUBMITTED TO STUDENT FINANCIAL AID FOR PROCESSING
All combined student employment is limited to no more than 29 hours per week.
 All other employee actions should be submitted via EPAF on Banner Self-Service.
 To request access contact studentemploy@wm.edu

Employer:		Banner ID: 93		Date	
Last Name:			First Name:		Middle Initial:
Type of Student:			TYPE OF ACTION:		
ACTION REQUESTED AND ASSIGNMENT INFORMATION - HOURLY PAYMENTS ONLY – A TIMESHEET IS REQUIRED					
Position Number (Required)		Position Title			
Timesheet Dept Name and Org. # (Required)			Effective Date (Required):		End Date (Required):
Timesheet Approver Name & position # (Required)				Approver for Position	
				Approver for this student ONLY	
ADDITIONAL INFORMATION					
SEPARATION REASON					
APPROVALS (Where Applicable)					
1. Supervisor					Date
2. Department Chair or Athletic Business Office					Date
3. Dept Contact Name and Phone Number					
SFAO			DATE		