

Macalester College - Student Employment Award Release Form

Full Release

I am changing jobs completely.

Partial Release

I am going to work in two departments.

For the Following Semesters: Fall January Only Spring
(check all that apply)

STEP 1.

Student Name: _____ ID# _____ Grade level: 1 2 3 4

Student: I agree to the conditions of this transfer.

Student Signature

Date

STEP 2.

Current/Old Department: _____ Last Day of Work: _____

Position Title _____

(If Applicable)

Current/Old Department: **Please Retain a Copy Before Returning to the Student Employment Office.**

I agree to release this student to work part or all of his/her award in another department. I understand that I no longer have responsibility to pay this portion of his/her award from my department student employment budget.

Amount Released: \$ _____ (If being released for both semesters, total will be divided equally unless otherwise indicated here)

(from Current/Former Employer to New Employer)

Supervisor's Signature

Date

STEP 3.

New Department: _____ Budget#: _____ Begin Date: _____

New Supervisor Name: _____ Supervisor ID#: _____

New Position Title: _____ Tier I Tier II Level ____ Tier III
Pay rate: \$ _____

Supervisor's Signature

Date

New Employer: **Please Retain a Copy Before Returning to the Student Employment Office.**

I agree to hire this student for the amount listed above. I understand that I must have the funds available in my student employment budget to cover these earnings.