

Changes to Hours, Pay or Start / End Dates

Changes made **AFTER** a student has been sent an offer letter

- Department/program will start a new OnBase entry
- Check off "**Revised**" box
- Note dates that the change is valid. Dates should coincide with the assigned work dates for each semester.
- Make changes to information as needed (hours, pay or dates)
- Complete & send for approvals
- Once the approvals are completed, the student will be issued a new offer letter

If the student has not received an offer letter, please email Student HR & Graduate Studies to advise that the department / program needs to make changes. The OnBase entry will be returned to the department / program for updates & corrections.

Student quits or abandons a position

If the student has signed & returned the offer letter:

- Have the student write a resignation letter or email stating that they no longer wish to work. If departments are unable to receive this from an unresponsive student, they should move forward with the OnBase submission because we need to process final pay within 72 hours of a student's last day of work. Submissions can be done early if the student gives the department advance notice.
- Start a termination ASEPTF entry on OnBase, check off "revision" & attach a copy of the email or note.
- Confirm the new end date of the appointment is correct & submit for processing.

Offer letter was not returned / student has not worked hours:

- If a department is looking to rescind an offer letter before the student accepts their offer, they will want to reach out to Student HR via email.
- Note: If the student has not returned offer letter and has worked hours, please contact Student HR ASAP!

Disciplinary Issues / Write Ups

Please contact Student HR ASAP!

Updated: Jan 2023