

Use this form if you are changing your student employment position or will be working in an additional position on campus. When the completed form is received, it will be processed and your award will be allocated as indicated below. The College performs record checks with the Title IX Office for students who serve in supervisory roles on campus. This includes student employment positions. If you have questions on this process, please reach out to the Title IX Office at titleixcoordinator@macalester.edu

SECTION 1: Student Employee to complete	
Student Employee Full Name	Mac ID #
<p>I am changing positions and am releasing my full student employment work study award to my new position.</p> <p>I will be continuing to work in my current position and will be working in an additional new position. I will be dedicating the amount below to my new position.</p> <p>Half Remaining Award Other \$ _____ This change is effective for the following semesters: Fall/Spring Fall Spring</p>	
Primary Department (First hiring department for Academic Year)	Primary Job Title
Primary Supervisor	Last Day of Work (If applicable)
New/Secondary Department	New/Secondary Job Title
New/Secondary Supervisor	First Day of Work
<p>Student Employee Acknowledgement: By signing this notice, I acknowledge receipt of this notice on the date identified below and agree to the conditions of these changes.</p> <p>_____</p> <p>Student Employee Signature Date</p> <p style="color: red; font-weight: bold;">NEXT: Once the student employee completes section 1, student should SAVE PDF and email to primary supervisor & request they complete section 2. Once returned, student sends to new/secondary supervisor and request they complete section 3 and return to student. Once form is completed and all signatures received, student should email to StudentEmployment@macalester.edu</p>	
SECTION 2 PRIMARY JOB: Primary Supervisor to complete	
<p>Primary Supervisor/Employer Acknowledgement: By signing this notice, I agree to release this student to work all or part of their award in another department. I understand that the department is no longer responsible to pay this part of the award.</p> <p>_____</p> <p>Primary Supervisor Signature Mac ID # Date</p> <p style="color: red; font-weight: bold;">NEXT: Once the primary supervisor completes section 2, supervisor should SAVE PDF and email back to student employee.</p>	
SECTION 3 SECONDARY JOB/WAGE INFORMATION: New/ Secondary Supervisor to complete	
Rate of Pay \$ Per Hour Other	Average Hours per Week
Next Pay Date (go to macalester.edu/payroll to find pay dates)	Department ORG #
<p>New/Secondary Supervisor/Employer Acknowledgement: By signing this notice, I agree to hire this student to work for the amount listed above. I understand that I must have the funds available in my student employment budget to cover these earnings.</p> <p>_____</p> <p>New/ Secondary Supervisor Signature Mac ID # Date</p> <p style="color: red; font-weight: bold;">NEXT: Once the new/secondary supervisor completes section 3, supervisor should SAVE PDF and email to student employee.</p>	

