

# Returning Student Employees Form

**Supervisor Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

Semester for which employee is returning: ☐ Fall 20 ☐ Spring 20 ☐ Summer 20

*Supervisors must provide Student Employee full name and Palomino ID*

## Part A: Employee Information (Employee 1)

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

MI: \_\_\_\_\_

Palomino ID: \_\_\_\_\_

Employee 1

## Part B: For Financial Aid Office Use Only:

<input type="radio"/> SCHs Enrolled: _____	<input type="radio"/> Financial Aid Unmet Need: _____	<input type="radio"/> Fin. Aid SAP: GS <input type="radio"/> Warning	<input type="radio"/> Fin. Aid Folder Complete
Earnings p/week (pay rate x 19hrs/wk.): _____	Unmet Need: _____	Number of Weeks eligible to work: _____	Encumbered Amount: _____
$\frac{\text{Earnings p/week}}{\text{Unmet Need}} = \text{Number of Weeks eligible to work}$			
Eligible: <input type="radio"/> Yes <input type="radio"/> No	Start Date: _____	End Date: _____	Comments: Example if they are on Fin. Aid Suspension _____

## Part A: Employee Information (Employee 2 ) Only complete if more than one employee is returning.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

MI: \_\_\_\_\_

Palomino ID: \_\_\_\_\_

Employee 2

## Part B: For Financial Aid Office Use Only:

<input type="radio"/> SCHs Enrolled: _____	<input type="radio"/> Financial Aid Unmet Need: _____	<input type="radio"/> Fin. Aid SAP: GS <input type="radio"/> Warning	<input type="radio"/> Fin. Aid Folder Complete
Earnings p/week (pay rate x 19hrs/wk.): _____	Unmet Need: _____	Number of Weeks eligible to work: _____	Encumbered Amount: _____
$\frac{\text{Earnings p/week}}{\text{Unmet Need}} = \text{Number of Weeks eligible to work}$			
Eligible: <input type="radio"/> Yes <input type="radio"/> No	Start Date: _____	End Date: _____	Comments: Example if they are on Fin. Aid Suspension _____

*Multiple forms may be submitted if more than two employees are returning.*

Supervisor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office of

Financial Aid: \_\_\_\_\_

Date: \_\_\_\_\_