



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

REQUEST FOR EMPLOYMENT STATUS CHANGE

Employee Name: _____ Employee ID: _____

I understand that this is a one-time, permanent change in employment status. I will not be able to return to the former status. I understand that there are impacts on retirement, taxes, and garnishments by making this change.

I am changing from work study to short time academic hourly

I am changing from short time academic hourly to work study

Reason for a permanent change:

I no longer qualify for Federal work study

I am now qualified for Federal work study

_____ Employee's Signature	_____ Date	_____ Manager's Signature	_____ Date
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Attach the form to the appropriate NANC PAS.

Employee is not to start without authorization from Human Resources Employment. When authorized, it will begin on the first of the month.

Cc: Employee Personnel Folder