

## WORK STUDY JOB RELEASE FORM

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

**In accordance with suggested action by the Office of Scholarships and Student Aid, this is notice that I have released** \_\_\_\_\_, \_\_\_\_\_  
(student's name) (Banner ID or SS#)

**from his/her job responsibilities effective** \_\_\_\_\_  
(date & time)

**Reason for release:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**This slip and monthly time report is to be submitted to the Payroll Office immediately upon release of the student worker from his/her work study assignment. A copy of this form must be submitted to the Office of Scholarships and Student Aid.**

cc: Student's file

----- Office Use Only -----

**Student:** \_\_\_\_\_ **Banner ID/SS#:** \_\_\_\_\_

**Position #:** \_\_\_\_\_