

EMPLOYMENT MEMORANDUM

TO: **Dr. Ralphe Smith** – Associate Director for Residence Life, Residential Programs and Services
Dr. Keener Scott – Associate Director for Staff Development and Student Conduct, SDSC Office
Ms. Kathryn Hall – Senior Coordinator for Staff Development and Student Conduct, SDSC Office
Ms. Mildred Anderson – Human Resources Manager, Business and Human Resources (*monthly payroll*)
Ms. Robin Bevans – Human Resources Specialist, Business and Human Resources (*hourly payroll*)
Ms. Kasey Hillsman – Administrative Assistant II, Business and Human Resources (*hourly payroll*)
Ms. Linda Peck – Human Resources Specialist, Business and Human Resources (*hourly payroll*)
Mr. Jason Garrison – Administrative Manager, Administrative Services and Communications
Ms. Lawanna Laird – IT Professional Associate, Administrative Services and Communications

FROM:

RE:

DATE:

Please consider this to be notification that the following person is (*choose one of the following*):

<input type="checkbox"/>	No longer employed by University Housing
<input type="checkbox"/>	A new employee of University Housing
<input type="checkbox"/>	Transferring from one position to another or one community to another. Please explain: _____

Please remove or add (*as is applicable*) this person as a staff member from all rosters, payroll, any staff access areas, correspondence or mailing listings, listservs, etc.

Full Name:	
Housing Assignment Information: <i>(if applicable)</i>	Previous Room Assignment: New Room Assignment:
Contact Telephone No.:	
Forwarding Address: <i>(if applicable)</i>	
E-mail Address: <i>(preferable UGA account)</i>	
University ID: <i>(Full 810 number)</i>	
Position & Community:	
Employment Ending Date:	
Employment Transfer Date:	
Employment Starting Date:	

For persons no longer employed by University Housing (check all that apply):

<input type="checkbox"/>	<input type="checkbox"/>	Resigned from position	<input type="checkbox"/>	<input type="checkbox"/>	This person <u>IS</u> eligible for re-hire
<input type="checkbox"/>	<input type="checkbox"/>	Terminated from position	<input type="checkbox"/>	<input type="checkbox"/>	This person <u>IS NOT</u> eligible for re-hire

IMPORTANT: If this person IS NOT eligible for re-hire, please explain reasons why they are not eligible for re-hire.

RATIONALE for NON ELIGIBILITY FOR REHIRE: