EMPLOYMENT MEMORANDUM

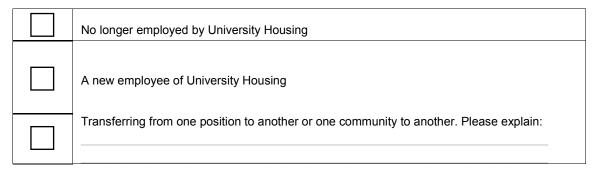
TO: Dr. Ralphel Smith – Associate Director for Residence Life, Residential Programs and Services
Dr. Keener Scott – Associate Director for Staff Development and Student Conduct, SDSC Office
Ms. Kathryn Hall – Senior Coordinator for Staff Development and Student Conduct, SDSC Office
Ms. Mildred Anderson – 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):



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

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

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

	Resigned from position		This person <u>IS</u> eligible for re-hire
	Terminated from position		This person IS NOT eligible for re-hire

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

RATIONALE for NON ELIGIBILITY FOR REHIRE: