



## AESES Student Assistant Annual Verification/Renewal

**The Student Assistant & Student Assistant 2 classifications are for the exclusive use of full-time students**

All continuing posted Student Assistant/Student Assistant 2 positions expire August 31st annually. To ensure all SA and SA2's are maintaining FT student status for the upcoming academic year please completed this Verification/Renewal form for each Student and submit to HRIS@uwinnipeg.ca or send hard copy to HR.

The Continuation of all posted SA & SA2 positions will be upon receipt of this verification form and if Verification/Renewal is not received Student Assistant positions will be terminated in HRIS

### EMPLOYEE

First Name

Initial

Last Name

STUDENT Number

Current Full Time Student Status

Academic Year

to

September 1 to August 31

Student Signature

Date

### DEPARTMENT

Department Name

EMPLOYEE Number

Position Number

Position Classification

Supervisor Signature

Date

Student Status Verified :

Intials:

Date:

Processed in  
HRIS