

LAST NAME	LEGAL FIRST NAME	SIS STUDENT ID#	RECORD #
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> New Campus Hire (requires employment packet)	<input type="checkbox"/> Continuous Campus Hire	Start Date: / /	
		End Date: / /	
<input type="checkbox"/> Undergraduate (1410/1450)	<input type="checkbox"/> Graduate (1420/1460)	<input type="checkbox"/> International (1410/1420)	Exp. Graduation Date: / /

I. MAINTENANCE REQUEST:

- Budget Change: For changes in OPR #
- Hourly Rate Change:
 Merit
 Promotion
 Adjustment
- Data Change:
 Change of Supervisor
 New Job Title/Code
- Termination: Student terminated for reasons other than the end of a term

II. MAINTENANCE CHANGES:

Home Department OPR #	Job Code:	Hourly Rate: \$
Supervisor's Name:		Emplid #:
Supervisor's Network ID#:		Phone #:
Person approving student's time:		Emplid #:
Supervisor's / Coordinator's Signature:		Date:

III. REQUEST FOR NEW APPROVER: Please note: HCM can only host one approver in the system at a time.

Approver's Name:	Empl ID:	Network ID:
Needs Access to Manager Self Serve: <input type="checkbox"/> Yes <input type="checkbox"/> No Add to the listserv: <input type="checkbox"/>		

IV. REQUEST TO PAY STUDENT OVER THE HOURLY PAY STRUCTURE: Grant new approver access to OPR for the purpose of approving students' time.

Supervisor's Signature:	Date:
Management Center/Department Head:	Date:
Management Center/Budget Office:	Date:

STUDENT'S SIGNATURE: _____ Date: _____

Required for termination only.

Student Employment Use Only		
Processor's Initials:	Date:	Record #