

LAST NAME	LEGAL FIRST NAME	SIS STUDENT ID#	RECORD #								
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 15px;"></td> <td style="width: 12.5%; height: 15px;"></td> <td style="width: 12.5%; height: 15px;"></td> <td style="width: 12.5%; height: 15px;"></td> <td style="width: 12.5%; height: 15px;"></td> <td style="width: 12.5%; height: 15px;"></td> <td style="width: 12.5%; height: 15px;"></td> <td style="width: 12.5%; height: 15px;"></td> </tr> </table>									
<input type="checkbox"/> New Campus Hire (requires employment packet)	<input type="checkbox"/> Continuous Campus Hire	Effective Date of Change:									
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> International	<input type="checkbox"/> PostDoc								

**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.

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