



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

MAINTENANCE FORM
OFFICE OF STUDENT EMPLOYMENT
2023-2024

LAST NAME		LEGAL FIRST NAME	SIS STUDENT ID#	RECORD #
<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"/> Remote Employment	

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 #

Office of Student Employment, Yost Hall, Room 412

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(2-27-23)