



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 #