

Case Western Reserve University

Student Employment Maintenance Form

This form is to be used to request changes or updates to a student's official job record in Human Capital Management (HCM). Only complete the section that needs to be changed or updated. Questions should be directed to the Office of Student Employment by phone at 216.368.4533 or by email at stu-emp@case.edu.

Return the completed form to the Office of Student Employment at sehireforms@case.edu.

Student's First Name	Student's Last Name	Student EMPL ID (1234567)	*Job Record #
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**The job record can be found in HCM in the CWRU Time Approval tile. Providing this information will expedite your request.*

Effective Date of Change:	
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1. Budget/Account Change			
Current OPR		New OPR	

2. Pay Rate Change			
Reason for the rate change	Correction	Merit	
Current Rate per hour		New Rate per hour	

3. Request for New Approver			
<i>Note that HCM can only hold one (1) approver per student at a time.</i>			
New Approver First Name		New Approver Last Name	
New Approver EMPL ID		New Approver Network ID	
Is access to Manager Self Serve needed?	Yes		No

4. Job Termination	
<i>For terminations occurring before the normal end of the term or academic year.</i>	
Effective Date of Termination	
Reason for termination	

5. Signatures					
<i>Note: We only accept handwritten (wet) signatures or digital signatures drawn with a stylus or mouse. Typed names are not accepted.</i>					
Supervisor's Name		Signature		Date	
<i>Only requests to pay students at a rate exceeding the current salary structure will require the additional signatures below.</i>					
Department Head's Name		Signature		Date	
Budget Officer's Name		Signature		Date	