

311-T CHANGE FORM

Directions: Submit to Human Resources to effect a change to the employee's record. Use this form for all employees on the contractual file (Contingent I and II, student assistants, college work-study, graduate assistants and Adjuncts. Adjuncts can also be processed as a cancellation on another form.

Employee:	Soc. Sec. No.:
Department:	Account # (only used for College Work Study appointments):
Effective Date of Change:	

Changes:

1. Terminate from Payroll as of _____ (date)

Reason for termination: _____

2. Continuation of College Work Study Assignment:

Contract Begin Date: _____ Contract End Date: _____

3. Name Change

From: _____ To: _____

4. Rate of Pay

From: _____ To: _____

5. Change Total Contract Amount:

From: _____ To: _____

Note:

- a) Student assistant contract rates are set forth on the back of the contract.
- b) Adjunct contract rates are authorized by the Dean, Provost and/or President.
- c) Regular contract rates are determined by Human Resources. Any new pay rate change must be supported by the position description from and approved by the Associate Director of Human Resources prior to completion of the Change Form.

6. Program Change or Fund Change

Program: From: _____ To: _____ **Fund:** From: _____ To: _____

7. Account Number Change:

From: _____ - _____ To: _____ - _____
(10 digits) (10 digits)

8. Other (describe)

Approved by:

Department Head

Date

Grants Accountant

Date

HRS ONLY:

Job Code _____ Contract Maximum: \$ _____ Class Code: _____ Assigned End Date ____/____/____

