

PAYROLL QUICK CHANGE FORM

STUDENT EMPLOYEES



Requester's Name _____ Telephone # _____

Department _____ Hiring Department # _____

Authorized by _____ Date of Request _____

Please check the appropriate box (es) below and enter the required information. If you need additional space, please complete additional forms. Forward the completed form(s) to the Payroll Office.

PAY RATE CHANGE Effective Date _____

<u>Student Employee</u>	<u>SS # or EMPL ID #</u>	<u>Old Pay Rate</u>	<u>New Pay Rate</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

APPROVAL GROUP CHANGES Effective Date _____

Timekeeper location and approval group are used to electronically route timesheets to the employee's supervisor and timekeeper for approval. If an employee changes supervisors within the same department, the approval group routing *may* also need to be changed.

Timekeeper Location # _____

<u>Student Employee</u>	<u>SS # or EMPL ID #</u>	<u>Old Approval Group Name</u>	<u>New Approval Group Name</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DELETION OF STUDENT EMPLOYEE (S)

Use the fields below to list student employees that should be deleted from the payroll:

<u>Student Employee</u>	<u>SS # or EMPL ID #</u>	<u>Effective Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Payroll Office
Administration Building
7720 York Road, 4th Floor

DATE PAYROLL PROCESSED _____

Questions? Call the Financial Services
Help Line at 410-704-5599