

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 _____

Please note: The earliest effective date that Payroll can use is the first day of the current payroll when we receive this form. Retroactive pay rate changes cannot be processed for student employees.

<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 locations and approval groups 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>Approval Group</u>	<u>Last Day Worked</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reminder: If students were granted access to University systems specific to employment, supervisors must notify OTS of employment termination in order to discontinue this access.

Payroll Office
 Administration Building
 7720 York Road, 4th Floor

Questions? Call Financial Services
 Helpline at 410-704-5599

DATE PAYROLL
 PROCESSED _____