**STUDENT INFORMATION:**

|  |  |
| --- | --- |
| Student ID | Name: Last First Middle |

**TYPE OF CHANGE:**

* Job Title/Duties
* Budget Number
* Hourly Rate
* Timesheet Approver
* Termination

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*New positions will need an ‘On-Campus Non-Work Study Employment Authorization Form’*

**CURRENT INFORMATION:** *all current information must be filled in regardless of the type of change checked above.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department Name: | Dept. Org: | EagleAXIS Job ID#: | Begin Date: | End Date: |
| Job Title (attach Job Description): | Index/Budget: | Hourly Rate: |
| Timesheet Approver: |

**NEW INFORMATION:** *only changes should be filled in below, begin/effective date required*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department Name: | Dept. Org: | EagleAXIS Job ID#: | Begin Date: | End Date: |
| Job Title (attach Job Description): | Index/Budget: | Hourly Rate: |
| Timesheet Approver: |
| Other/Notes: |

Supervisor/employing official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mail Stop: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/employing official’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timesheet Approver, if different than Supervisor (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_