

<b>Job</b>	
<b>Data Change</b>	
New Hire: <input type="checkbox"/>	Data Change: <input type="checkbox"/>
Rehire: <input type="checkbox"/>	Add Concurrent Job: <input type="checkbox"/>

Form must be completed in ink or typed.

All Fields Required (Forms with the following fields incomplete will be returned to the unit.)

Employee Name: \_\_\_\_\_

Pay Group (Check ONLY One)	
<input type="checkbox"/>	A12 (Administrator Paid Monthly)
<input type="checkbox"/>	AFB (Affiliate Organization Paid Bi-Weekly)
<input type="checkbox"/>	AFM (Affiliate Organization Paid Monthly)
<input type="checkbox"/>	B24 (Regular Classified, 37.5 Hours a Week, Paid Bi-weekly)
<input type="checkbox"/>	B25 (Regular Classified, 40.0 Hours a Week, Paid Bi-weekly)
<input type="checkbox"/>	D12 (Post Doctoral, Paid Monthly)
<input type="checkbox"/>	F11 (Faculty, 10 Month Contract Paid Monthly)
<input type="checkbox"/>	F12 (Faculty, 12 Month Contract Paid Monthly)
<input type="checkbox"/>	F51 (Faculty Special, 10 Month Contract Paid Monthly)
<input type="checkbox"/>	F52 (Faculty Special, 12 Month Contract Paid Monthly)
<input type="checkbox"/>	G12 (Graduate Teaching Assistants, PT/Temp/Paid Monthly)
<input type="checkbox"/>	H12 (House Staff, Paid Monthly)
<input type="checkbox"/>	L11 (Contract Lecturers, Paid Monthly)
<input type="checkbox"/>	L12 (Lecturers, Paid Monthly)
<input type="checkbox"/>	P12 (Regular PNA, Paid Monthly)
<input type="checkbox"/>	S26 (Student Workers, P/T, Temporary, Paid Bi-weekly)
<input type="checkbox"/>	T12 (Temporary/Casual Workers, Paid Monthly)
<input type="checkbox"/>	T26 (Temporary/Casual, Paid Bi-weekly)

EmplID: \_\_\_\_\_  
 Employee Status Effective Date: \_\_\_\_\_

Employee Status Action: \_\_\_\_\_

Employee Status Reason: \_\_\_\_\_

Position Number (Required): \_\_\_\_\_

Holiday Schedule: \_\_\_\_\_

Mail Location: \_\_\_\_\_

Compensation Rate: \_\_\_\_\_

Signatures:

\_\_\_\_\_  
 Department Authorization (Required) Phone & E-mail \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Dean/VP Authorization Phone & E-mail \_\_\_\_\_ Date \_\_\_\_\_