

STUDENT PAYROLL QUICK CHANGE FORM

APPROVAL GROUP CHANGES



Requester's Name _____ Telephone # _____
 Department _____ Hiring Department # _____
 Authorized by _____ Date of Request _____

Form(s) must be completed and forwarded to the Payroll Office. If you need additional space, please complete additional forms.

Pay Period Start 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>Empl ID #</u>	<u>Record #</u>	<u>Old Approval Group Name</u>	<u>New Approval Group Name</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Additional Comments:

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 the Financial Services help line at 410-704-5599, option 1