

STUDENT PAYROLL QUICK CHANGE FORM

PAY RATE 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 _____

Student Pay Rate Changes can only be processed on the *first day of the pay period*.

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

<u>Student Employee</u>	<u>Empl ID #</u>	<u>Record #</u>	<u>Old Pay Rate</u>	<u>New Pay Rate</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