

Instructions: This form is to be completed digitally or typed (not handwritten) and all fields should be completed before submission. Incomplete forms missing information or the student signature will not be accepted/processed. Completed forms should be emailed to studentemploy@csuohio.edu.

I. CURRENT DATA:

Last Name: _____ First Name: _____ CSU ID: _____

Effective / Start Date: _____ (All forms **MUST BE** submitted two weeks prior to the effective date)

Department: _____ Department ID (PeopleSoft: _____

Supervisor Name: _____ Supervisor CSU ID: _____

II. MAINTENANCE REQUEST:

***Note requests for Budget Changes, Pay Rate Changes, and Promotions should be effective at the start of the pay period. Please consult the [University Payroll Calendar](#).**

- ☐ Budget Change: For changes in account to which the earnings are charged.
- ☐ Pay Rate change: ☐ Merit ☐ Promotion ☐ Adjustment.
- ☐ Data Change: ☐ Change of Supervisor ☐ New Job Title
- ☐ Involuntary Termination: Student terminated for reasons other than the end of a semester
- ☐ Voluntary Termination: Student terminated for end of semester or position/work has concluded

III. MAINTENANCE CHANGES:

Hourly Rate \$	
Position Title:	
PeopleSoft Combination Code:	Distribution Split:
Additional PeopleSoft Combination Code:	Distribution Split:

Supervisor / myTime Approver's Name:	Emp ID#
Supervisor's E-mail:	PeopleSoft Position #
Department Designee Name (Print):	Emp ID#
Department Designee Signature:	Date:

Student's Signature _____ Date _____

(Required for Hourly rate changes and Terminations)

Student Employment Use Only:		
Processor's Initials:	Date:	Record #