

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 and any applicable attached should be emailed in one singular PDF file to studentemploy@csuohio.edu.

I. CURRENT DATA:

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

Effective / Start Date: _____ (Start Dates **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](#).**

☐ Earnings Distribution/Budget Change - For changes in account(s) to which the earnings are charged.

☐ Pay Rate change: ☐ Increase ☐ Promotion (requires a job description attached)

☐ Data Change: ☐ Change of Supervisor ☐ New Job Title

☐ Termination: ☐ Voluntary ☐ Involuntary – Reason: _____

III. MAINTENANCE CHANGES:

Position Title:			
Hourly Rate:	\$		
Department Name:		Peoplesoft Dept. ID:	
Combo Code #		Distribution Split:	
Additional Combo Code #		Distribution Split:	

Supervisor / Approver Name (Print):	Emp ID#
Supervisor / Approver Signature:	Peoplesoft Position#

Department Designee Name (Print):	Emp ID#
Department Designee Signature:	Date:

Student's Signature _____ Date _____

(Required for Rate Changes and Terminations)

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