



Student Name _____ *Bear#* _____

Job Position Number (Circle One) *SH9997* *SH9998*

<i>Job Suffix Number (Circle One)</i>	<i>00</i>	<i>01</i>	<i>02</i>	<i>03</i>	<i>04</i>	<i>05</i>	<i>06</i>	<i>07</i>
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Please complete the following section for this student employee.

FOAP# _____ Old Rate \$ _____. New Rate \$ _____

Reason for Pay Rate Change:

Effective Date at the Beginning of Pay Period: _____ / 1 or 16 / _____
(Circle One)

[illegible]

SECTION II: CHANGING STUDENT'S BUDGET CODE OR TIME SHEET ORG

Old FOAP # _____ New FOAP # _____

Time Sheet Org	Old Number	New Number
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Effective Date at the Beginning of Pay Period: _____ / 1 or 16 / _____
(Circle One)

[illegible]

SECTION III: DELETION OF WORKSTUDY POSITION FROM THE PAYROLL SYSTEM

Deleting a student work-study position that will no longer be paid from this budget code:

FOAP # _____

Last date student worked? _____

Reason for Action:

Action will not be taken without department name and authorized signature.

Department Name _____ *Phone* _____

Authorized Signature _____ *Date* _____

Entered by

Date _____

Checked by

Date _____