CENTRAL WASHINGTON UNIVERSITY
STUDENT HIRING FORM UPDATE REQUEST

To: Student Employment Office Barge 103 963-3008 Mail Stop: 7496

From: _____
Name Dept.

Phone: _____ **Mail Stop:** _____ **Date:** _____

Appointing Authority: _____
Signature Print Name

- Please indicate desired changes or additions to a **previously** submitted hiring form.
- You may list up to 4 students on this form ONLY if **all changes and current information are identical.**
- Use a separate form for each student if all information is not identical, and add comments if needed to clarify request.
- Complete ALL information in a block even if some information remains the same. **Do not write "same" or leave any space in the block blank.** *We cannot guess your intentions and will return it for clarification, causing delay.*
- Changes will take effect in the current pay period if received by the first *calendar* day of the pay period (deadline defaults to the last working day before that date if it falls on a weekend). Contact us for information on retroactive changes.

Type of employment: ☐ **Non Work Study** ☐ **Work Study**

STUDENT NAME(S): ***Note: We will only change the assignment type checked above; we do not automatically change all assignments.*

Name_____ **ID#**_____ **Name** _____ **ID#**_____

Name_____ **ID#**_____ **Name** _____ **ID#**_____

CHANGE WAGE: from $_____ to $_____ for Time Keep Location _____
For Account Code ___ ___ ___ ___ ___ . ___ ___ ___ ___ ___. 5 1 8 1 5
Effective Start Date (must be 1st or 16th of the month): _____ End Date:_____

CHANGE TIME KEEP LOCATION: from _____ to _____ for Wage: $_____
For Account Code: ___ ___ ___ ___ ___. ___ ___ ___ ___ ___ . 5 1 8 1 5
Effective Start Date (must be 1st or 16th of the month): _____ End Date: _____

CHANGE ACCOUNT CODE: from ___ ___ ___ ___ ___ . ___ ___ ___ ___ ___ . 5 1 8 1 5 to
__ __ __ __ __ . __ __ __ __ __ . 5 1 8 1 5 for Time Keep Location _____ for Wage $_____
Effective Start Date (must be 1st or 16th of the month) _____ End Date: _____

Note: you cannot ADD a second Work Study account; use Change Account Code above for Work Study.

ADD ACCOUNT CODE: __ __ __ __ __ . __ __ __ __ __ . 5 1 8 1 5 for Time Keep Location _____
Wage Rate: $_____ Effective Start Date (must be 1st or 16th): _____ End Date: _____

ADD WAGE: $_____ for Account Code ___ ___ ___ ___ ___ . ___ ___ ___ ___ ___ . 5 1 8 1 5
For Time Keep Location: _____Effective Start Date (must be 1st or 16th): _____ End Date:_____

CHANGE END DATE: from _____ to _____ for Time Keep Location _____
For Account Code: ___ ___ ___ ___ ___ . ___ ___ ___ ___ ___ . 5 1 8 1 5 for Wage $_____

DELETE ACCOUNT CODE: __ __ __ __ __ . __ __ __ __ __ . 51815 for Time Keep Location:____
For Wage: $_____ Last Date under this Account Code:_____

END JOB at Wage: $_____ for Account Code ___ ___ ___ ___ ___ . ___ ___ ___ ___ ___
For Time Keep Location _____ Last Date under this Wage Rate:_____

COMMENTS

SEO Use Only

End Seq#_____

As of dt_____

Add Seq# _____

DE:Op:_____

Date_____

****

Add Seq#_____

DE _____

Date _____

****

Chg Seq# _____

DE_____

Date_____

SEO Comment:

☐ Duplicate
☐ Already done

Reset Form