

Gevirtz Graduate School of Education
Employment Request – Modification to Existing Appointment
(Non-Instructional Appointments Only)

Employee may begin work with the requested changes when this completed form is approved and employee eligibility is confirmed. Appointments are contingent on the employee being eligible to work in the requested title (e.g. a GSR must be a registered graduate student in good standing for the duration of the appointment. If required, employment exception form must be approved and background check complete prior to start date.)
All approvals must be in place at least five business days before requested effective date.

Employee (Legal) Name _____

Position to be modified _____ **Project Code(s)** _____

Effective Date (not required if only End Date is being modified) _____

Please select the field(s) to be modified and enter the new value. For items that will remain unchanged, please leave blank.

Percent Time _____ **Step** _____ **Pay Rate \$** _____ **per** _____

Project code(s) _____ **End Date** _____

Supervisor Name _____

Description of duties to be performed (attach additional pages, if needed):

Yes No

Grad Student Employees only: Are the duties being performed towards the student's degree objectives?

Approvals

Supervisor _____ **Date** _____

PI (if other than supervisor) _____ **Date** _____

Grant Administrator/Account Manager _____ **Date** _____

Additional Approval (if needed) _____ **Date** _____

To be completed by Employment Analyst:

Date Received: _____ **Date Distributed:** _____ **1st Pay Period:** _____

Pay schedule: MO BW **Time card required?** Yes No **Background check required?** Yes No Complete

CANRA required? Yes No Complete **Employment Exception Required?** Yes No Approved