Last Name:	Legal First Name:	CSU ID#	Record #
☐ Undergraduate	☐ Graduate	☐ International	Effective Date:

I. MAINTENANCE REQUEST:

☐ 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

☐ Termination: Student terminated for reasons other than the end of a term

II. MAINTENANCE CHANGES:

Peoplesoft earnings code:	Distribution split:	Hourly Rate $

Supervisor / Approver's Name:	Emp ID#
Supervisor's email:	Position #
Department Designee Name (Print):	Emp ID#
Department Designee Signature:	Date:

III. REQUEST FOR CHANGE IN JOB TITLE:

New Title:	

Student's Signature_____ Date_____

(Required for Hourly rate change and Termination)

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