

UMass Dartmouth Student Payroll Authorization Change: *Please email completed form to: stuemployment@umassd.edu*

Placement ID#: _____ Department: _____

Student Name: _____ Student ID#: _____

Is placement completed: YES NO If Yes provide: HR EMPL ID: _____ Record #: _____

Please check which position applies: FWS: _____ Hourly (Non-FWS): _____ Stipend: _____

- Complete Action Requested:** (please circle or highlight)
- 1) Combo Code from _____ to _____
 - 2) Change Termination Date to: ____/____/____
Did Student Work: YES NO If yes last date worked: ____/____/____
 - 3) Change Hiring Date to: ____/____/____
 - 4) Increase Commitment Amount by: \$ _____
 - 5) Decrease Commitment Amount by: \$ _____
 - 6) Change Hours per Week to: _____
 - 7) Change Hourly Rate to: \$ _____
 - 8) Change Supervisor Name to: _____
New Supervisor Email: _____
New Supervisor Employee ID: _____
 - 9) Change Job Title to: _____
 - 10) Change Department ID to: _____
 - 11) Other Change Request: _____

Date submitted: ____/____/____ Effective Date: ____/____/____

Current Supervisor Name Printed: _____ Telephone #: _____

Current Supervisor Signature: _____

For Office Use Only:

Date Received: ____/____/____

Date entered: ____/____/____ CJ: ____ FWS: ____ By: ____

Sent to HRPO on ____/____/____ By: _____

COMMENTS: _____



