

**Change Request – For Student and Non-Student Temp Employees**

(Separations, Fund, Pay, FTE, ORG & Miscellaneous)

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| --- | --- |
|  |  |
| Employee Name |  |
| Employee ID Number |  |
| Department Name |  |
| Department Org Number |  |
| Supervisor’s Name |  |
| Type of Change |  |
| Reason for Change |  |
| Job Title |  |
| Job and Suffix |  |
| Effective Date |  |
| If Pay, Record Rate being submitted for HR Approval |  |
| \*If Fund Change, Record Current Fund/New Fund |  |
| \*If ORG Change, Record Current ORG/New Org |  |
| \*If FTE Change, Record Current FTE/New FTE |  |
| Miscellaneous Change (Provide Detail)  |  |
| Additional Comments |  |
| Initiator’s Name |  |
| Initiator’s Signature |  **Date**  |
| HR Approver’s Signature |   **Date** |

**\*The current information needs to be recorded followed by a / then, record new information.**

**Special Notes and Instructions:**

Please be brief and concise with details and comments. The form submitted to HR needs to be limited to one page (the space provided).

 **For separations:**

The Effective Date needs to reflect the last date that the employee physically worked or will work.

If a student is being terminated for cause, a Student Evaluation Form needs to accompany this form. The form is no longer required for all other changes.

* [Student Evaluation Form](https://hr.charlotte.edu/sites/hr.charlotte.edu/files/media/ForManagers/StudentEval.docx%22%20%5Ct%20%22_blank)

**For all other changes:**

The Effective Date will be the first date of the pay period in which the change will occur.

Changes are due the Wednesday following the 1st date of the pay period in which the change is to begin.

Pay Rate Increases that involve a promotion and subsequent title change are not processed on this form.

Changes are not retroactive. The only exception is fund changes.

To calculate FTE, divide the number of hours being worked to be worked by 40.

**Submission of all changes:**

Save as a pdf, sign using Adobe Fill and Sign.

The subject line of the email needs to be:

Employee’s Last Name, Type of Change, and the Effective Date

Email Student Temp Wage and Federal Work Study changes to studentemployment@charlotte.edu

Email Non-Student Temp changes to employment@charlotte.edu