

UNIVERSITY OF MAINE STUDENT EMPLOYMENT CHANGE FORM

Please Note: The Student Employment Change form is used to make future changes to a student employee's job information. If a department needs to make retro changes to a student's earnings they will need to submit a Retro Distributions of Actuals Form (formerly known as an LDA) to the Office of Budget and Business Services.

Student Name: _____	MaineStreet ID # _____
Current Job Title: _____	Academic Year: <input type="checkbox"/> Summer: <input type="checkbox"/>
Department Name: _____	Department Code: _____

Type of Change:	Effective Date: ____/____/____
<input type="checkbox"/> Pay Rate: <input type="checkbox"/> Change to Pay Level _____ and Step ____ for Current Job Code _____ <input type="checkbox"/> Change Job Title from _____ to _____ with Step _____, Job Code _____, and Pay Rate of \$_____ per hour	
<input type="checkbox"/> Chartfield Combination: _____ - 5 3 3 0 0 - _____ - _____ - _____ - _____ <small>(Department ID) (Class) (Fund) (Program) (Project)</small> Department 10 Digit Account ID: _____	
<input type="checkbox"/> Position Type: Change from <input type="checkbox"/> Work-Study <input type="checkbox"/> Regular <input type="checkbox"/> Other: _____ To <input type="checkbox"/> Work-Study <input type="checkbox"/> Regular <input type="checkbox"/> Other: _____	
<input type="checkbox"/> Free Match: <input type="checkbox"/> Change to Use Free Match <input type="checkbox"/> Change to Remove from Free Match	
<input type="checkbox"/> Dynamic Change: Address: _____ Supervisor: _____	

Change Must Be Approved by the Payroll Processor:	
_____	_____
<i>Payroll Processor Print Name</i>	<i>Payroll Processor Phone Number</i>
_____	_____
<i>Payroll Processor Signature</i>	<i>Date</i>