# University of Maine Office of Student Employment

## CHANGE FORM

<table>
<thead>
<tr>
<th>Student Name: ________________________________</th>
<th>MaineStreet ID # __ __ __ __ __</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title: _________________________________</td>
<td>Job Record: ____</td>
</tr>
<tr>
<td>Department Name: ____________________________</td>
<td>Department Code: ________________</td>
</tr>
</tbody>
</table>

### Type of Change

- **Effective Date:** ____/____/______  *Effective date must be on a Sunday*

- **Pay Rate**
  - Change Job Record ____ to Pay Level ______ and Step ______
  - Change Job Record ____ to Job Title ____________________________ with
    - Job Code __ __ __ __ and Pay Rate of $____________ per hour

- **Chartfield Combination**
  - __ __ __ __ __ __ - __ __ __ __
  - (Department ID)  (Class)  (Fund)  (Program)  (Project)
  - Department 10 Digit Account ID: __ __ __ __ __ __ __ __ __

- **Position Type**
  - Change from: [ ] Work-Study  [ ] Regular  [ ] Free Match
  - To: [ ] Work-Study  [ ] Regular  [ ] Free Match

- **Termination**
  - Last Day of Employment: ____/____/______
  - Reason: ________________________________

  *For Student Employment Use Only:*
  - [ ] Student Did Not Complete Tax Paperwork as of Date: ____/____/______
  - [ ] Student Never Worked (Per Supervisor/ Payroll Processor)

### Change Must Be Approved by the Payroll Processor:

- **Payroll Processor Print Name**
- **Payroll Processor Phone Number**
- **Payroll Processor Signature**
- **Date**

### Changes Approved by Student Employment (if applicable):

- **Student Employment Official Print Name**
- **Date**