

311 T CHANGE FORM

Employee Name:	PeopleSoft Employee ID:	Position Number:
Department:	Employee Job Title:	

Use this form to change only the elements listed below. Employee pay rate changes and contract extensions require termination of the existing contract using this form and submission of a new employment contract. Funding changes must be made using the PAF.

**1. Terminate from payroll.**

- a. Effective Date of termination: \_\_\_\_\_
- b. Reason for termination: \_\_\_\_\_

**2. Terminate existing contract because of change in pay rate or contract dates.**

- a. Effective date of change: \_\_\_\_\_
- b. Attach new contract to prevent gap between employee contracts

**3. Increase in Financial Aid Award**

- a. Prior Award Amount \_\_\_\_\_
- b. New Award Amount \_\_\_\_\_
- c. Attach the student's acceptance of the increased award from MyUB

**4. Cancellation of Adjunct Contract.**

- a. Course number: \_\_\_\_\_
- b. Is the employee owed 10% for late cancellation? \_\_\_\_\_ Yes \_\_\_\_\_ No
- c. If yes, amount: \_\_\_\_\_

Approval Signatures:

Contract Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_