

Update Request for Student Hiring Form

Central Washington University
Student Employment Office
Barge Hall, Room 103, MS 7496
509-963-3008, seo@cwu.edu

STUDENT NAME: _____

STUDENT ID: _____

Type of employment: Non Work Study **Work Study**

***Note: We will only change the assignment type checked above; we do not automatically change all assignments.*

- Please indicate desired changes or additions to a **previously** submitted hiring form.
- **NEW: Only one student per form.** This will help to streamline processing and improve service.
- **Complete all information** in a block even if some information remains the same. **Do not write "same" or leave any space in the block blank.** *We cannot guess your intentions and will return it for clarification, causing delay.*
- Changes will take effect in the current pay period if received by the first *calendar* day of the pay period (deadline defaults to the last working day before, if it falls on a weekend). Contact us for information on retroactive changes.

<p>CHANGE WAGE: from \$ _____ to \$ _____ for Time Keep Location _____ For Combo Code _____ . _____ . ____ Effective Start Date (must be 1st or 16th of the month): _____ End Date: _____</p> <p>CHANGE TIME KEEP LOCATION: from _____ to _____ for Wage: \$ _____ For Combo Code: _____ . _____ . ____ Effective Start Date (must be 1st or 16th of the month): _____ End Date: _____</p> <p>CHANGE COMBO CODE: from _____ . _____ . ____ to _____ . _____ . ____ for Time Keep Location _____ for Wage \$ _____ Effective Start Date (must be 1st or 16th of the month) _____ End Date: _____</p> <p><i>NOTE: Only ONE Work Study Combo Code at a time. Use Change Combo Code above for Work Study.</i></p>	<p style="text-align: center;">SEO Use Only</p> <p>Add Row on Empl Rec. # _____</p> <p>DE _____</p> <p>Date _____</p> <p><input type="checkbox"/> Duplicate <input type="checkbox"/> Already done</p> <p>*****</p> <p>Add Row on Empl Rec. # _____</p> <p>DE _____</p> <p>Date _____</p> <p><input type="checkbox"/> Duplicate <input type="checkbox"/> Already done</p> <p>*****</p> <p>Add Row on Empl Rec. # _____</p> <p>DE _____</p> <p>Date _____</p> <p><input type="checkbox"/> Duplicate <input type="checkbox"/> Already done</p> <p>*****</p> <p>Add Row on Empl Rec. # _____</p> <p>DE _____</p> <p>Date _____</p> <p><input type="checkbox"/> Duplicate <input type="checkbox"/> Already done</p> <p>*****</p> <p>SEO Comment: _____</p>
<p>ADD COMBO CODE: _____ . _____ . ____ for Time Keep Location _____ Wage Rate: \$ _____ Effective Start Date (must be 1st or 16th): _____ End Date: _____ <i>You cannot ADD a second Work Study Combo Code</i></p> <p>ADD WAGE: \$ _____ for Combo Code _____ . _____ . ____ For Time Keep Location: _____ Effective Start Date (must be 1st or 16th): _____ End Date: _____</p>	
<p>CHANGE END DATE: from _____ to _____ for Time Keep Location _____ For Combo Code: _____ . _____ . ____ for Wage \$ _____</p> <p>DELETE COMBO CODE: _____ . _____ . ____ for Time Keep Loc: _____ For Wage: \$ _____ Last Date under this Combo Code: _____</p> <p>END JOB at Wage: \$ _____ for Combo Code _____ . _____ . ____ For Time Keep Location _____ Last Date under this Wage Rate: _____</p>	
<p>COMMENTS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

Submitted by: _____ **Department:** _____

Phone: _____ **Email:** _____ @cwu.edu **Mail Stop:** _____ **Date:** _____

Appointing Authority: _____

Signature

Print Name and Title