

# STUDENT PAYROLL QUICK CHANGE FORM

## APPROVAL GROUP CHANGES



Name 5 H T X H W A M E U I V Telephone # \_\_\_\_\_

Department \_\_\_\_\_ Hiring Department # \_\_\_\_\_

Authorized by \_\_\_\_\_ Date of Request \_\_\_\_\_

Form(s) must be completed and forwarded to the Payroll Office. If you need additional space, please complete additional forms.

Pay Period Start Date \_\_\_\_\_

Timekeeper locations and approval groups are used to electronically bill W L P H V K H H W V W R W K supervisor and timekeeper for approval. If an employee changes supervisors within the same department, the approval group routing may also need to be changed.

Timekeeper Location# \_\_\_\_\_

<u>Student Employee</u>	<u>Empl ID #</u>	<u>Record #</u>	<u>Old Approval Group Name</u>	<u>New Approval Group Name</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Additional Comments:

Reminder: If students were granted access to University systems specific to employment, supervisors must notify OTS of employment termination in order to discontinue this access.

Payroll Office  
Administration Building  
7720 York Road, 4 Floor

Questions? Call W Financial Services Kelp line at 410-704-5599 R S W L R Q