**Procedures for College of Education Personnel Add/Change Request**

This form must be used for all personnel related issues:

* New hire (students, grad students, staff, faculty and temp positions)
* Changes for current employees (account number, hours, pay rate, dates, cost share, buyout, etc.)
* Termination

This form takes the place of printing and signing monthly payroll reports. It is the only signature approval for HR entries in PeopleSoft.

Faculty should give signed and completed form(s) to their Administrative Assistant. Administrative Assistant will give form(s) to Savannah (**grants**) or Debra (**non-grant funds**) to check for availability of funds and sign. Savannah/Debra will give completed form(s) to Joan for processing. Form(s) must be to Joan **3 days prior to hire date** – plan accordingly!

* Must provide complete 23 digit account number
* Begin and end date required
* Only fill in blanks that are needed

If you have questions about completing the form, check with the administrative assistant first.