

# Brandeis University Student Employment – Employee Change Form

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## Employee Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Record Number: \_\_\_\_\_ Current Wage: \_\_\_\_\_

Current Charge Line:

Account	Fund	Dept ID	Program	Project/Grant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dept Home ID: \_\_\_\_\_

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**Actions and Reasons:** Please check **any** that apply. You must provide a reason for **all** actions. If there is a pay rate change, please indicate either raise or new job title.

- Pay Rate Change
- Add a Charge Line
- Change a Charge Line
- Termination
- Rehire

Effective Date: \_\_\_\_\_

Reason

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## New Employee Information:

New Wage Rate: \_\_\_\_\_

New Charge Line:

Account	Fund	Dept ID	Program	Project/Grant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dept Home ID: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Student Employment Use Only:

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Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

New Position Number: \_\_\_\_\_