

STUDENT PAYROLL QUICK CHANGE FORM

DELETION OF STUDENT EMPLOYEE (S)



Requester's Name _____ **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.

Use the fields below to list student employees that should be deleted from the payroll:

<u>Student Employee</u>	<u>Empl ID#</u>	<u>Record #</u>	<u>Approval Group</u>	<u>Last Day Worked</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, 4th Floor

Questions? Call the Financial Services help line at 410-704-5599, option 1