

**INSTRUCTIONS FOR COMPLETION OF THE UNDERGRADUATE STUDENT HOURLY CHANGE FORM
BHR - UH CHANGE FORM**

Type of Change -

Make a selection from the drop down box indicating the type of change. Please review the selections carefully as to RATE or LABOR change and the circumstances involved with these changes. Also, if the employee was never paid or worked on this job, you may request we DELETE the job from the record.

Date Prepared -

Please enter the date you are preparing this form.

Originating Department Information -

1. Indicate the name of the home department submitting the form.
2. Indicate the name of the person originating this documentation as well as their phone number. This is required in case the HR office has questions regarding information on the form.
3. Indicate the name of an alternate contact person as well as their phone number. This is required in case the originator is not available if the HR office has questions regarding the form.

PPAIDEN (Identification Form) -

1. Submit the Banner ID# of the employee. Remember, all students have a Banner ID#.
2. Complete the Employee Name information as Last, First, then Middle Name/Initial.

PEAEMPL (Employee Form) -

1. Enter your Home Department Organization.
2. Enter your Check Distribution Organization.
3. Enter the hire date of the original job submitted via the New Hire EPAF.
This information verifies the changes are made to the correct job.

NBAJOBS (Employee Job Form) -

1. Enter the unique 'D' Position#/Suffix# combination assigned to this job based on the Original New Hire EPAF for Undergraduate Hourly employees.
2. Enter the Effective Date of Action - If the employee has not been paid on this job in the month prior to this change, you may enter the 11th of the month in which the change occurred. If the employee has already been paid on this job for the month preceding the date of this change or payroll has been brought in for this month, you may NOT enter a date prior to the Last Paid Date. Banner HR will not accept a date prior to the Last Paid Date. (You will find the field Last Paid Date on the NBAJOBS form in INB in the right hand upper corner. Therefore, for student employees an Effective Dated Action for a job that has already been paid on in the prior month or has been brought into the payroll for the current month would be the 1st of the following month.)
3. Enter the Personnel Date - This is the 11th of the month in which the action should have occurred. If you are effective dating a personnel date change at any time other than the 11th of the month (which is the beginning of the hourly pay period), you must submit a New Hire EPAF with a different Suffix.
4. Select a Change Reason based on the 'Type of Change' selected at the top of this form.
5. Enter a New Rate, *if applicable* (or the current rate on the Position#/Suffix# if no change). Remember, if retro is involved or redistribution, the Payroll Department will be able to identify this action based on the Type of Change/Change Reason selected as well as the personnel date reflected on this form.
6. Enter the New Labor Distribution, *if applicable* (or the current rate on the Position#/Suffix# if no change). Remember, if redistribution or retro is involved, the Payroll Department will be able to identify this action based on the Type of Change/Change Reason selected. You must enter the Fund(s), Organization(s), and Account(s) to which the changes are to be applied. The total percentage for fund(s) listed must equal 100%. (1.00 = 100%, .5 = 50%, .25 = 25%, etc.)

*All forms submitted to the HR office for changes to students **must** include two different authorization signatures for auditing purposes. Please complete the bottom of the form as directed prior to submitting to the HR office.*