EXPECTED END DATE CHANGE CHECKLIST

PROCEDURE DETAILS

FOR DETAILED INSTRUCTIONS, PLEASE SEE THE APPROPRIATE PROCEDURE FOUND AT:

HTTP://WWW4.UWM.EDU/HR/HRS/PRO/FORMS/INDEX.CFM

HRS SPECIFIC FORMS COMPLETED BY THE DIVISION

- Staff Hire & Job Change Form
  - Employee Name
  - Empl ID
  - Empl Rcd #
  - Position #
  - Business Unit-UWMIL
  - Department
  - Effective Date
  - Action (select Data Change)
  - Reason (select Change Expected Job End Date)
  - Expected Job End Date

**It is not necessary to fill out the rest of the form

NOTE

If it is for a Project appointment, include a memo requesting the extension.

If it is for a Rehired Annuitant, Provost approval may be necessary. Contact your HR Specialist. (Link to Policy)

If the appointment is a short term hire and requires a waiver request or recruitment to extend the end date, HR will not process the change until we have verified that an approval has been granted by the appropriate authority.

ACTION FOLLOWING FORM COMPLETION

Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

CONTACT FOR HELP

Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, use hr-contact@uwm.edu.

AUGUST, 2013