JOB CHANGE WITHOUT A POSITION CHECKLIST – STUDENT HELP ONLY

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

RATE CHANGE / TERMINATIONS

☐ Student Help Hire and Job Change Form
  ☐ Employee Name
  ☐ Empl ID
  ☐ Empl Rcd #
  ☐ Business Unit-UWMIL
  ☐ Department
  ☐ Effective Date
  ☐ Action
  ☐ Reason
  ☐ Comp Rate (if this is the reason for processing the form)

TRANSFER – RARE OCCURRENCE FOR SH JOBS

☐ Student Help Hire and Job Change Form
  ☐ Employee Name
  ☐ Empl ID
  ☐ Empl Rcd #
  ☐ Effective Date
  ☐ Business Unit-UWMIL
  ☐ Department (UDDS)
  ☐ Work Location
  ☐ Action (TRANSFER)
  ☐ Reason (ORIG/NEW)
  ☐ Comp Rate
  ☐ Working Title

☐ Student Help Additional Forms
  ☐ Student Help Approver Form
  ☐ Funding Information

AUGUST, 2013
NOTE

If you are transferring a student, validate that they intend to terminate employment with previous job/empl rcd.

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.