



REQUEST FOR PERCENT TIME CHANGE
Human Resources

UDDS: A348700 Person ID #: _____ Appointment ID: _____

A) Employee Requested Permanent/Temporary Reduction in Percentage

I, _____, request that the percent time of my appointment as
(name)
_____ be reduced from _____% to _____%. This is a
(Graduate Student title)
permanent/temporary change and will be effective starting _____/_____/_____ until _____/_____/_____.
(date)

B) Employer Requested Increase in Percentage

We request that the percent time of _____'s appointment as
(name of employee)
_____ be increased from _____% to _____%. This is a
(Graduate Student title)
permanent/temporary increase and will be effective _____/_____/_____ to _____/_____/_____.
(circle one) (begin date) (end date if temporary change)

The funding used to support this increase will be _____.

NOTE: any percent increases on 136, 101 or 150 funding must be approved by Associate Director (Jody Bleck) prior to change

C) Employer Requested Reduction in Percentage

Reduction in percent time for a graduate student appointment may have an impact on benefits and tuition remission. Please contact the Waisman Center Human Resources Office before proceeding.

Employee Date Supervisor Date

Waisman Human Resources Date

NOTE for HR staff, when doing JEMS entry; include Waisman accountants as contacts