



REQUEST FOR PERCENT TIME CHANGE
(University Staff Only)
Human Resources

UDDS: _____ 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
(University Staff title)
change and will be effective starting ____/____/____ until ____/____/____.

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
(University Staff 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 an University Staff appointment constitutes either a partial non-renewal or a partial layoff and requires proper notice based on years of service (UW-Madison ASPP 3.04 or ASPP 5.04). Please contact the Waisman Center Human Resources Manager, Susan Ellmaurer, before proceeding.

Employee Date

Supervisor Date

Waisman Human Resources Date

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