

Changes to Existing Position

Date: _____

Your Name: _____

Email: _____ Phone: _____

What do you need to do:

- Extend Staff Position New End Date: _____
- Extend student Position New End Date: _____
- Extend Post Doc New End Date: _____
- Change student type:
 - Student Employment
 - Work Study
- Change Salary index (Labor Distribution-requires additional forms):
 - Salary has already hit (PHARED)
 - Future change (EPAF)

Employee Name: _____

Banner ID#: _____

Current End Date: _____

Effective date (new start date): _____

Effective End date: _____

Current funding source: _____ Index #: _____

Position Salary: _____ FTE: _____

Benefits amount: _____

Temp services fee (25% of hourly rate): _____

Total Budget: _____

Signature of person requesting Extension

Date:

Psychology Department Contacts:

HR

Mary Jane Lueras, UNM Jobs originator, 277-3426, mj59@unm.edu

Trish Aragon-Mascarenas, UNM Jobs approver, 277-2230, trishara@unm.edu