



Student Job Update Form

Tax Status

US Citizen

PRA

Other

Use this form for EITHER:

- 1. Hiring Dept. Change (yellow) OR
- 2. Funding Code Change (green)

For all other changes, use the Payroll Forms and Links on Financial Services' [Forms Directory](#).

Dept. Leave Blank

Effective Date

TU Student ID

Record #

Last Name

First Name

Hiring Dept. Name

Current Hiring Dept. #

1. HIRING DEPARTMENT CHANGE

Old Hiring Dept. #

Is Hourly Rate Changing?

New Hiring Dept. #

New Hourly Rate

2. FUNDING CODE CHANGE

Old Funding #

Is Hourly Rate Changing?

New Funding #

New Hourly Rate

Comments/Remarks

Department Instructions: Print, Sign & Date Form

Send to Payroll Office, 4th floor, ADM

Supervisor Name

Supervisor Phone

Supervisor Email

Department Authorized Signature

Date