

**Student Employee Work Lead/Supervisor(MPP)/Timekeeper Update**

**Change** Work Lead or Supervisor(MPP/Dean):

**Change to:** Employee Name: \_\_\_\_\_ Employee Coyote ID#: \_\_\_\_\_

Secondary Work Lead or Supervisor(MPP/Dean):

**Change to:** Employee Name: \_\_\_\_\_ Employee Coyote ID#: \_\_\_\_\_

Supervisor (MPP, Dean, or Associate Dean):

**Change to:** Employee Name: \_\_\_\_\_ Employee Coyote ID#: \_\_\_\_\_

Timekeeper:

**Change to:** Employee Name: \_\_\_\_\_ Employee Coyote ID#: \_\_\_\_\_

\*Please note: Timekeeper change may require additional changes with CSUSB Payroll, please contact the respective office for the correct change.

**Effective Date:**

Change requested for:

	Employee ID#:	First Name:	Last Name:	Record #:
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Authorizing Administrator(MPP/Dean/Associate Dean):

**Signature:**

**Date:**