

Student Assistant PS Correction Request Form

IRT Support Ticket #

Date Requested :

Provide information below as required for Request.

Today's Date:		Record No.		PS Empl ID#(NOT SSN):											
First Name		Middle Name/Ini		Last Name: Suffix											
Street Address		City		State:	Postal Code										
Email Address		Primary Phone		Phone Type											
Gender		Birthdate:		National ID (SSN#)											
Briefly Explain purpose for request (Please provide information pertinent to the Correction Request):															
<p>Effective Date of Action/Reason</p> <table border="0"> <tr> <td>Reason for Request:</td> <td></td> </tr> <tr> <td>HR Central Requests</td> <td>Area Correction SME Requests</td> </tr> <tr> <td>Correct/change Name *</td> <td>POS Change/Update</td> </tr> <tr> <td>Correct SSN#*</td> <td>Pay Rate Correction or Change</td> </tr> <tr> <td>Delete Duplicate Empl ID #</td> <td>*SSN Card MUST be presented to SME to complete request.</td> </tr> </table> <p>-----</p> <p>From Position Number: To Position Number:</p> <p>From Hourly Rate: To Hourly Rate:</p> <p>Comments:</p>						Reason for Request:		HR Central Requests	Area Correction SME Requests	Correct/change Name *	POS Change/Update	Correct SSN#*	Pay Rate Correction or Change	Delete Duplicate Empl ID #	*SSN Card MUST be presented to SME to complete request.
Reason for Request:															
HR Central Requests	Area Correction SME Requests														
Correct/change Name *	POS Change/Update														
Correct SSN#*	Pay Rate Correction or Change														
Delete Duplicate Empl ID #	*SSN Card MUST be presented to SME to complete request.														
Standard Hours: 20		Appointment End Date:													
Emergency Contact Information		Address:		Phone :											
Name:															
Relationship:															
Date prepared:		Name of person preparing form		Dept/Ext/ Email											
Name of Hiring Supervisor		Signature of Hiring Supervisor		Dept/Ext/ Email											
Print Name of Authorized signature:			Authorizing Signature:												
SME Initial		Print Name		Date Correction completed:											