

University of Richmond

Staff Change Bi-Weekly PAF

Employee Information

UR ID _____ First _____
Last _____

Current Timesheet Approver

New Timesheet Approver

Name _____ Name _____
Position # _____ Position # _____
Webtime Entry _____ Time Pro _____ Webtime Entry _____ Time Pro _____

Current Position

Updated Position

Position # _____ Limited Term: Y N _____ Position # _____ Limited Term: Y N _____
Position Title _____ Position Title _____
Payroll End Date _____ Payroll Start _____ Payroll End _____
Hourly Rate of Pay _____ Hourly Rate of Pay _____
Hours/Day _____ Hours/Pay _____
Job Change Reason _____ Weeks/Year _____ Total Hrs/Year _____
Please refer to chart. Annual Salary _____ FTE _____

Current Labor Distribution

Updated Labor Distribution

Fund	Org	Acct	Index	%		Fund	Org	Acct	Index	%

Comments

Approvals - As required by your division or department

Preparer _____ Date _____
Approver or PI (Grants) _____ Date _____
Grants Accounting Manager _____ Date _____
Dean _____ Date _____
Provost or AVP _____ Date _____

HR/Payroll Use Only

Retirement Eligibility Date _____
Human Resources _____ Date _____