Oracle Information Change Form

Instructions: Complete <u>Basic Information</u> and any sections that have changing information.

Mark each section that you have completed.

Basic Informati	on *This section is <u>required</u> for all Ir	nformation Changes*		
Effective Date: _				
Last Name:				
First Name:				
Employee/Assig	gnment #:			
Completed				
<u>Termina</u>	ation Information			
	Termination Date (Last Working Day	y):		
	Termination Reason:			
Completed		Hourly - Benefits Eligible?	Yes	No
<u>Assignn</u>	ment Information:	Appointment Type:		
Organization		Assignment Category		
Job		Employee Category		
Grade		Salary Basis		
Location		Supervisor		
Group		FTE		
Payroll		Work Region		
Status		Working Hours / Week		
Completed				
Completed	Information			
<u>Salary I</u>	<u>Information</u>			
	Effective Date:			
	New/Change Value:			
	Reason:			
Retro R	equired?			
	Retro Begin Date:			
	Retro End Date:			
	Retro Amount / Calculations:			

Completed

Labor Distribution Information

Schedule Line Changes:

Project	Task	Award	Organization	Expenditure	LD Start	LD End	%
				Type	Date	Date	

Completed

People Data Information

Last Name:
First Name:
Middle Name:
Title :
Gender:
Birth Date:
Nationality:
Ethnic Origin (Select One):
American Indian or Alaskan Native
Asian
Black or African American
Hispanic or Latino
Native Hawaiian or Other Pacific
White
Two or More Races
Preferred Name/Previous Last Name:
I-9 Status :
Visa Type:
I-9 Expiration Date:
Veteran Status:

Completed

E-Verify Status	Date Authorized	Case Verification #

<u> </u>	
Completed	
Address and Phone Information	
Email Address:	<u> </u>
Telephone #:	_
Primary US Address:	_
City:	_
State:	
Zip Code:	
Other Changes / Explanations / Notes	
(HR/Payroll ONLY) Input by / Date:	
Approvals Approvals	
Project Director/Co-Project Director	
	Signature/Date
Operations Manager	
	Signature/Date
Additional Campus Signatures as Required	
	Signature/Date
	Signature/Date