

<b>URI PAYROLL IN-HOUSE REQUEST FOR CONTRACT CHANGE</b> <b>ALL CONTRACT JOBS: GRAD ASSISTANTSHIPS AND INTERNAL CONTRACTS</b>		
<b>REQUESTING DEPARTMENT</b>		
DATE		
DEPT # AND DESCRIPTION		
EMPLOYEE		
PHONE # AND EMAIL		
<b>REQUEST TO CHANGE</b>		
EMPLOYEE NAME		
EMPLOYEE URI ID #		
JOB EMPL RECORD #		
REASON FOR CHANGE		
BUSINESS MGR APPROVAL SIGNATURE & DATE		
<b>ENTER ONLY FIELDS YOU ARE REQUESTING A CHANGE FOR</b>		
<b>JOB CHANGES</b>	<b>CURRENT ON JOB</b>	<b>CHANGE TO</b>
HIRE DATE		
TERM DATE		
DEPARTMENT NUMBER		
JOB CODE		
STANDARD HOURS		
FTE		
PAY GROUP		
EMPLOYEE TYPE (S or H)		
GRADE & STEP		
COMP RATE		
CONTRACT DATES		
EFFECTIVE DATE		
BEGIN DATE		
END DATE		
<b>OTHER -</b>		
<b>GRAD ASSISTANTS ONLY</b>		
CONTRACT PAY TYPE		
POSITION NUMBER		

<b>APPROVALS</b>	<b>NAME &amp; SIGNATURE</b>	<b>DATE</b>
PAYROLL		
HUMAN RESOURCES		

Submit this form via email to [contract\\_changes@etal.uri.edu](mailto:contract_changes@etal.uri.edu)