

Temporary & Student Change in Status (CIS) Form

- The Change in Status (CIS) form is only to make changes to an ACTIVE Hourly appointment.
 - All CIS forms require all level of approval signatures on the form.

APPROVAL	
Department Manager	<input type="text"/>
Business Unit Head	<input type="text"/>
Human Resources	<input type="text"/>
Division of Sponsored Research	<input type="text"/>

- Changes to an active biweekly contract must be done online through the contract panel.
- All requested effective dates on the CIS must be the first day of a pay period (pay period calendar: <https://hr.fiu.edu/payroll-calendars-schedules/>)
- ❖ Change Request in **Red** must be approved by TAM HR and should be submit to temps@fiu.edu.
 - If the employee is paid on a Project/Grant, it must go to ORED prior to HR receiving.
- ❖ All other actions not in Red must be submitted to PC224 as original documents.
- Change in Department (must be within the same Business Unit)
- Change in Supervisor
- **Extend Job End Date**
- **Change Pay Plan/Job Code**
- **Change in Standard Hours**
- **Change in Rate (must be effective the first day of the pay period it is received and approved in)**
- Terminate Appointment
- Change in Allocation
- Extend Project End Date

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Date Prepared Prepared By Ext

CURRENT EMPLOYEE INFORMATION

First Name	<input type="text"/>	Last Name	<input type="text"/>
Panther ID	<input type="text"/>	Department	<input type="text" value="Select Department"/>
Supervisor Name	<input type="text"/>	Supervisor ID	<input type="text"/>
Job Code/Title	<input type="text" value="Select Job Code"/>	Working Title	<input type="text"/>
Standard Hours	<input type="text"/>	Current Hourly Rate	<input type="text"/>

Justification/Explanation of Change Requested:

CHANGE REQUEST

Requested Effective Date / /

<input checked="" type="checkbox"/> Change Department	Department	<input type="text" value="Select Department"/>
	Business Unit	<input type="text" value="Select Business Unit"/>
<input checked="" type="checkbox"/> Change in Supervisor	Supervisor Name	<input type="text"/>
	Supervisor ID	<input type="text"/>
<input checked="" type="checkbox"/> Extend Job End Date	Job End Date	<input type="text" value="Month"/> / <input type="text" value="Day"/> / <input type="text" value="Year"/>
<input checked="" type="checkbox"/> Change Pay Plan/Job Code	Pay Plan/Job Code	<input type="text" value="Select Pay Plan/Job Code"/>
	Expected Job End Date	<input type="text" value="Month"/> / <input type="text" value="Day"/> / <input type="text" value="Year"/>
<input checked="" type="checkbox"/> Change Standard Hours	Standard Hours	<input type="text"/>
<input checked="" type="checkbox"/> Change in Rate	Rate	<input type="text"/>
<input checked="" type="checkbox"/> Terminate Appointment		
<input checked="" type="checkbox"/> Change in Allocation		
<input checked="" type="checkbox"/> Extend Project End Date		

ALLOCATION

Enter funding source(s) below. Current Departments/Projects not listed below will be removed from employee's allocation.

****For Status updates, please email temps@fiu.edu and allow 24-48 hours to respond due to our volume.***

