OPS 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.

- 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
**For Status updates, please email temps@fiu.edu and allow 48-72 hours to respond due to our volume.**