

**AUSTIN PEAY STATE UNIVERSITY  
GENERAL CAMPUS AND FEDERAL WORK STUDY  
STUDENT EMPLOYMENT  
PAY RATE CHANGE FORM**

**PPAIDEN (Demographic Information)**

Student Employee Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
(exactly as shown on Social Security Card)

Student Banner ID # : A \_\_\_\_\_

Please make the following pay rate change to this student's job assignment (provide reason):

Pay Rate Change \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Department Name: \_\_\_\_\_

Departmental Contact Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**NBAJOBS (Assignment Information)**

Position Number: \_\_\_\_\_ (Use Chart A and/or Chart C)

Effective Date of Change: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (Retroactive changes are not allowed)

*Job Detail*

Change Reason: OTHR

New Hourly Rate: \_\_\_\_\_ (Use Student Assistant Pay Level Chart)

*Payroll Default*

Timesheet Organization: T \_\_\_\_\_ (5 Digit Code: Use Chart B)

Default Shift: F or N (HR Use Only)

(Data Entry Use Only: F = 5 or less hours; N = 6 or more hours)

*Job Labor Distribution: FOAP*

Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_ Acct: \_\_\_\_\_ Program: \_\_\_\_\_

(Use Finance Chart of Accounts)