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 must be at the beginning of a pay period (pay period calendar: http://hr.fiu.edu/index.php?name=calendars/schedules)

- 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

- Change Request in Red must be approved by Recruitment Services 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.
**For Status updates, please email temps@fiu.edu and allow 24-48 hours to respond due to our volume.**