

## 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 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](mailto: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.

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<b>FIU</b> FLORIDA INTERNATIONAL UNIVERSITY		<b>Temporary Appointment/Student Assistant Change In Status Form</b>	
Date Prepared	<input type="text" value="07/13/2016"/>	Prepared By	<input type="text"/>
<b>CURRENT EMPLOYEE INFORMATION</b>		Status	<input type="text" value="Select Status"/>
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"/>
<b>Justification/Explanation of Change Requested:</b>			
<input style="height: 40px;" type="text"/>			
<b>CHANGE REQUEST</b>		Requested Effective Date <input type="text" value="Month"/> / <input type="text" value="Day"/> / <input type="text" value="Year"/>	
<input checked="" type="checkbox"/> Change Department	Department	<input type="text" value="Select Department"/>	
<input checked="" type="checkbox"/> Change in Supervisor	Business Unit	<input type="text" value="Select Business Unit"/>	
<input checked="" type="checkbox"/> Extend Job End Date	Supervisor Name	<input type="text"/>	
<input checked="" type="checkbox"/> Change Pay Plan/Job Code	Supervisor ID	<input type="text"/>	
<input checked="" type="checkbox"/> Change Standard Hours	Job End Date	<input type="text" value="Month"/> / <input type="text" value="Day"/> / <input type="text" value="Year"/>	
<input checked="" type="checkbox"/> Change in Rate	Pay Plan/Job Code	<input type="text" value="Select Pay Plan/Job Code"/>	
<input checked="" type="checkbox"/> Terminate Appointment	Expected Job End Date	<input type="text" value="Month"/> / <input type="text" value="Day"/> / <input type="text" value="Year"/>	
<input checked="" type="checkbox"/> Change in Allocation	Standard Hours	<input type="text"/>	
<input checked="" type="checkbox"/> Extend Project End Date	Rate	<input type="text"/>	
<b>ALLOCATION</b>			
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](mailto:temps@fiu.edu) and allow 24-48 hours to respond due to our volume.**