COLGATE UNIVERSITY
Student Employee Change of Status Form – use only for *continuing* Colgate students working in the summer

CONFIDENTIAL

INSTRUCTIONS: Please complete – *electronically*, rather than in pen – down to the 🛑. "Save as…PDF" to your hard drive for future reference. Have **budget manager** send PDF(s) as e-mail attachment(s) to finaid@colgate.edu. *Sending multiple ECOS forms per e-mail is preferable, as it means fewer e-mails overall.*

New Job ☐   Change in Job Details ☐   *Early* Termination ☐

Colgate Student's ID# _____   **Class Year** _____
(use this form for *continuing* CU students only)

Colgate Student's Name _____

Position Title _____

Department _____

Start Date (no earlier than 5/9/16) _____   **End Date** (no later than 8/28/16) _____

Pay Type: Hourly ☐ | Special Pay ☐   (use only for full-time research that pays more than $720 biweekly)
Hourly Rate $ _____ | # of Weeks _____   AND *Bi*weekly Pay _____   AND Total Pmt _____

Default **Employee Class:** OW   **Pay Basis:** Biweekly/B2   **Appointment Status:** Temporary   **Benefits:** None

Student's Primary Time Sheet Approver _____

FOAP: _____
Fund   Org   Account   Program | **Budget Manager's Name**   **Date**
| (e.g. dept. head; program chair, grant PI, etc.)

🛑

~ *~

Time Sheet Org: _____   *Alternative* **Employee Class** (OS, if used) _____

Position # _____

_____
OFASE Official   **Date**

| **Special Pay Schedule -- for Payroll use only**   Total Payment $ _____ |
| _____   _____   _____   _____   _____   _____ |
| $_____ $_____ $_____ $_____ $_____ $_____ |
| _____   _____   _____   _____   _____   _____ |
| $_____ $_____ $_____ $_____ $_____ $_____ |