

UNIVERSITY OF HAWAII STUDENT, CASUAL & OVERLOAD PAYROLL CHANGE FORM

Present Information Section

* Important: Correct ID No. is essential. Verify with current Master File Listing.

Employee Name: _____ Department: _____
Last First Middle

Action	Social Security No.	ID No.	Account Code	Payroll No.	Warr. Distr. Code
<input type="checkbox"/> Change (C)				Check one: <input type="checkbox"/> F1 <input type="checkbox"/> F4 <input type="checkbox"/> F2 <input type="checkbox"/> F5 <input type="checkbox"/> F3	
<input type="checkbox"/> Terminate (T)					

Note: Circle item numbers of items to be changed in Red Ink.

New Information Section

ITEM TO BE CHANGED	ITEM No.	NEW OR CHANGED INFORMATION
Social Security No.**	01	
Name (Last, First, Middle)**	02	22 character Limit
Address: Street	03	26 character Limit
City, State	04	22 character Limit
Zip Code	05	
Date of Birth (MM/DD/YY)	06	
Sex (Check one)	07	<input type="checkbox"/> Male (M) <input type="checkbox"/> Female (F)
U.S. Citizen (Check one)	08	<input type="checkbox"/> U. S. Citizen (Y) <input type="checkbox"/> Non-U. S. Citizen (N)
VISA	09	Applies only to F2, F4 & F5 Payroll
FICA Tax***	10	***FICA Tax changes only affect an individual's master file records with the same payroll number
Earned Income Credit	11	For Payroll Office Use Only
Marital Status (Check one)**	12	<input type="checkbox"/> Married (M) <input type="checkbox"/> Single (S)
Federal Tax Exemptions**	13	
State Tax Exemptions**	14	
Payroll Number (Check one)	15	<input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3 <input type="checkbox"/> F4 <input type="checkbox"/> F5 F1 & F3 cannot be changed to F2, F4 & F5 or vice versa
Warrant Distribution Code	16	
Position Title	17	
Hourly Rate	18	Cumulative Hours since last increase:
Monthly Rate	19	
Account Code	20	
Appointment Period (MM/DD/YY)	21	From: _____ To: _____
College Work Study Ceiling: Summer	22	For Financial Aids Office Use Only
Fall	23	For Financial Aids Office Use Only
Spring	24	For Financial Aids Office Use Only
Class/Step	25	Applies only to F1 & F3 Payroll

General Instructions

- Reflect 1st three letters of the Employee Name in the blocks before the rest of the name (e.g. |S|l|m| |l|h, John T.).
- Changes to items 01 to 14 (excluding item 10 - FICA Tax) require only one active ID No. to be entered on the UH Form 25 to change data on all master file records of an individual. Changes to items 15 to 25 affect each master file record separately.
- Manoa Campus Only: F1 & F3 - Send to Student Employment Office
- ***For changes to these items, attach the original W-4 and/or HW-4. For changes to SS# & Name, also attach copy of valid Social Security card.

Signature - Approving Authority: _____	Date _____
Signature - Fiscal Officer: _____	Date _____