

Oracle Information Change Form

Instructions: Complete Basic Information and any sections that have changing information.

Mark each section that you have completed.

Basic Information *This section is **required** for all Information Changes*

Effective Date: _____

Last Name: _____

First Name: _____

Employee/Assignment #: _____

Completed

Termination Information

Termination Date (Last Working Day): _____

Termination Reason: _____

Completed

Hourly - Benefits Eligible?

Yes

No

Assignment Information:

Appointment Type: _____

Organization	Assignment Category
Job	Employee Category
Grade	Salary Basis
Location	Supervisor
Group	FTE
Payroll	Work Region
Status	Working Hours / Week

Completed

Salary Information

Effective Date: _____

New/Change Value: _____

Reason: _____

Retro Required?

Retro Begin Date: _____

Retro End Date: _____

Retro Amount / Calculations:

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Completed

Labor Distribution Information

Schedule Line Changes:

Project	Task	Award	Organization	Expenditure Type	LD Start Date	LD End Date	%

Completed

People Data Information

Last Name: _____

First Name: _____

Middle Name: _____

Title : _____

Gender: _____

Birth Date: _____

Nationality: _____

Ethnic Origin (Select **One**):

American Indian or Alaskan Native

Asian

Black or African American

Hispanic or Latino

Native Hawaiian or Other Pacific

White

Two or More Races

Preferred Name/Previous Last Name: _____

I-9 Status : _____

Visa Type: _____

I-9 Expiration Date: _____

Veteran Status: _____

Completed

E-Verify Status	Date Authorized	Case Verification #

Completed

Address and Phone Information

Email Address: _____

Telephone #: _____

Primary US Address: _____

City: _____

State: _____

Zip Code: _____

Other Changes / Explanations / Notes

(HR/Payroll ONLY) Input by / Date: _____

Approvals

Project Director/Co-Project Director

_____ Signature/Date

Operations Manager

_____ Signature/Date

Additional Campus Signatures as Required

_____ Signature/Date

_____ Signature/Date