How to Request a Change (Graduate Liaisons)

Requesting a change in the Graduate System is as simple as going to your HR/Liaison Tab, searching for the Active appointment you wish to make a change to, and clicking the Request Change button.

On appointments in the Active stage, you will see a new section at the top; this section explains the change process and the data you need to populate. In this section, select the Type of Change, and the Change Effective Date (the date you wish to have this change take effect).

Once you enter values into these two fields, proceed through the interface and make the change(s) you wish to make. For example, update the salary, FTE or Supervisor on the appointment.

Finally, for any change request, you will be required to add a descriptive note in the Notes tab. This note will be visible to the HR Student Employment Center Team and should explain the basics of the change as well as any information that may help the Student Employment Center Team process your request.

Once the Type of Change, Change Effective Date, Notes and the changes to the field data you wish to make are completed, the Submit Changes for Review button will become visible. Click this button to submit your change request. The request will be routed to BC Finance and then HR for review before loading into Banner.
Reviewing the Change (Graduate Student Employment Services-Grad)
Change requests will come into the HR queue from BC Finance directly into the Record Truthing (Final HR Review) stage and can be found in the Appointments Requiring Action table. Appointments that have a change requested to them will have a new section at the top of the interface highlighting the type of change, its effective date as well as the most recent comment from the Liaison, which should explain the change.
Everything else on this interface remains the same; you have the ability to send the appointment back to Liaison Review or Financial Review if desired, or to submit the appointment to Central Payroll for final review and loading into Banner.

**Reviewing the Changes (Graduate Central Payroll)**

Appointments that have had Liaison-requested changes and have been approved by HR will show up in the Central Payroll queue in the same manner as other appointments and can be reviewed by clicking the *Review and Validate* button from the dashboard. Once open, the appointment will have a note at the top indicating that this is a change request:

In addition to the note, you’ll notice several other differences in the interface. The **Job Effective Date** field will be pre-populated to the effective date of the change that was entered by the Liaison and approved by HR.

Additionally, the positions will have its heading match the job change type. For example, if a salary change is made, the heading would be “Graduate Teaching Assistant – Salary Update – PositionNumber”. In the detailed view of the data to be sent to Banner, you will also see the Job Change Reason Code be loaded properly (eg. PSALO).
Appointments with a requested change have the same actions that can be taken (Validation and load into Banner or submit with no changes in case of a duplicate). The interface also still allows you to change the Effective Date if necessary.