How to Request a Change (Hourly Liaisons)

Requesting a change in the Hourly system for an active appointment is as simple as going to your Hourly Appointments dashboard (under the Hourly Appointments tab), finding the active appointment you wish to request a change for, and clicking into it to get to the Hourly Appointment interface.

For jobs that are active, you will notice a new section at the bottom of the interface titled Appointment Change Request. This section has two required fields: the type of change (for example, supervisor or salary) and the effective date of the change. You will need to fill out both fields, make the desired change on the interface and add a descriptive note in the Notes tab explaining the change and reason for requesting it.

After you fill out the required fields (Change Type, Effective Date of Change, Notes and the change you wish to make), the Request Change button will become active. Clicking this button will submit your change and move it to the Final SESC Review stage for review by a member of the Student Employment Team.
As with any other appointment, you can track the status of your change via the dashboard.

**Reviewing the Change (Undergrad Student Employment Services-Hourly)**

Hourly appointments that have had a change requested to them by a Liaison are funneled into the SESC queue and the Final SESC Review Stage and can be reviewed in the same manner as any other appointment.

When viewing an appointment that has had changes requested, you will see a new section at the bottom highlighting the type of change requested as well as the effective date of the change. All Liaisons are required to make a note before submitting a change request, which you can review in the **Notes** tab.

Review the changes and submit the appointment in the same manner you normally would using the Submit Appointment button.
Reviewing the Changes (Hourly Central Payroll)
Appointments that have Liaison-requested and Student Employment Center approved changes will appear in the Central Payroll Hourly queue and can be accessed there. Once inside the appointment record, you will see informational text at the top indicating this is a change, as well as the type of change and the job change reason code in the interface.

The Effective Date field will be populated to the effective date requested by the Liaison and confirmed by the Student Employment Center, but can be changed if necessary. Submitting the appointment will create an EPAF with the proper change code.