

Data Entry Change Form (Paper Version)



Email form to data_center@clemsun.edu

| | |
|-------------------|--|
| Student's Name: | |
| Student's EMPLID: | |
| Department #: | |

| | | |
|-----------------------------|---|--|
| Check all that apply | | Effective Date: |
| | New Job Code & Title: | |
| | New Supervisor Name & EMPLID: | |
| | New Business Phone: | |
| | New Business Address: | |
| | Start Student Break: <i>If FWS, provide JED below.</i> | Is this a Federal Work Study (FWS) student? Is this an International student? |
| | Return From Student Break: | Is this an International student? |

Earnings Distribution – All funding information must be included.

- Fund 20 projects require approval by the Principal Investigator and the College/Division Post Award contact prior to being sent to the Data Center. Forms with Fund 20 projects missing the required approvals will be returned to the Department.

| Acct Code | Fund Code | Dept # | Program Code | Class Field | Project / Grant | By % | OR | By Amount |
|-----------|-----------|--------|--------------|-------------|-----------------|------|----|-----------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Approvals (As required, based on Project)

| | |
|---|-------------|
| _____ | _____ |
| Principal Investigator | Date |
| _____ | _____ |
| College / Division Post Award Contact (Fund 20) | Date |
| _____ | _____ |
| College / Division Budget Officer (All other funds groups) | Date |
| _____ | _____ |
| Department Chair / Director | Date |