

RUTGERS UNIVERSITY LIBRARIES
CHANGES TO EXISTING HOURLY EMPLOYEES IN TIMETRAK

Employee Information

Effective Date of Change: _____

Employee ID#: _____

Last Name: _____ First Name: _____ M.I. _____

Current Employee Type: _____ 1 _____ 4 Clerical/Office/Library Assistant _____ 4 Non-exempt Admin Supervisory
 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9

New Employee Type: _____ 1 _____ 4 Clerical/Office/Library Assistant _____ 4 Non-exempt Admin Supervisory
 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9

If Type 6, 7, 8 or 9: Appointment Start Date: _____ Appointment End Date: _____

Primary Job Changes

_____ Inactivate (remove from TimeTrak) – Complete only “Current Primary Job” information below

_____ Temporary (i.e, out of work study funds, summer break)

_____ Permanent (i.e, graduation, another job, relocation)

_____ Reactivate – Complete “Current Primary Job” and/or “New Primary Job” information below, as appropriate.

Current Primary Job

 Hourly Rate Account Number Library Code Dept. Code Location Code

New Primary Job

 Hourly Rate Account Number Library Code Dept. Code Location Code

Secondary Job Changes

 Add Remove Hourly Rate Account Number Library Code Dept. Code

 Add Remove Hourly Rate Account Number Library Code Dept. Code

 Add Remove Hourly Rate Account Number Library Code Dept. Code

 Add Remove Hourly Rate Account Number Library Code Dept. Code

Justification for pay increase of \$1.00 or more per hour: _____

Approvals

Authorized Signature _____ Date _____

Administration Approval _____ Date _____

Please mail the completed form to the Libraries Budget Office at Alexander Library or fax it to 732-932-7637.