



No Change Information Form
(Submit completed form to the Business Manager)

Today's Date: _____

P.I. Name: _____ Contract dates : _____ - _____
Start End

Employee Information: only TAs TA/RAs RAs

Name: _____ Net ID: _____ Continue on: TA TA/RA RA
Expected degree completion: _____ Expected degree: PhD MS MSN PhD Candidate: Y N

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Comments:

[Empty box for comments]

NOTE: If any changes to TA or RA status, a new hire/change form is required. This form is only applicable for roles that are continuing on without major change. Salary changes related to base pay or increased pay from promotion to PhD candidate are not considered to be major changes. The employee you are hiring cannot work until they have completed their hiring paperwork, and their I-9 has been E-verified.

Supervisor's Signature Date **Department Head Signature Date

Business Manager Signature Date **Grad. Coordinator Signature Date