**CHANGE PAF REQUEST**

**Graduate Assistants**

All departments are required to use this template for **all PAF change requests** sent to the Graduate School and/or grant accountants in the Office of Research Administration. This is a Microsoft Word document which shall be used as a template, cut and pasted into all emailed PAF change requests.

**Last name, First name (EMPLID)**

**A) List current contract details**:

**1.** Effective month/day/year – month/day/year

 **2.** $ Biweekly stipend

 **3.** Account code(s) \*\*include 100% or percentage distribution between accounts

 **4.** Hours per/week

 **5.** Job title (TA, RA, IS, or Fellow)

**B) List all items that are changing:**

**1.** Effective month/day/year – month/day/year

 **2.** $ New biweekly rate

**3.** New account code(s) \*\*include 100% or new percentage distribution between accounts

 **4.** Change to hours worked

 **5.** Change of job title (TA, RA, IS or Fellow)

Submitted by:

Date Submitted: