ORACLE INFORMATION CHANGE FORM

THIS FORM NEEDS TO BE COMPLETED FOR ALL PEOPLE CHANGE INFORMATION		
Effective Date:(dd/mmm/yy) 19/AUG/25		
Last Name: Roo	**First Name:** Roody	**Middle Name:** K
Employee #: 12345		

PEOPLE DATA
(Complete ONLY administrative information which is being changed)

Last Name: Roo	**First Name:** Roody	**Middle Name:** K
Title: [ ] Dr. [ ] Miss [✔] Mr. [ ] Mrs. [ ] Ms. [ ] Mx.	**Sex:** [✔] M [ ] F	**Gender:** [✔] M [ ] F [ ] X
Birth Date :(dd/mmm/yy) 01/JAN/07	**Type:** *Internal*	
Nationality: [✔] US Citizen [ ] Non-Citizen in US on VISA [ ] Non-Citizen Not in US [ ] Permanent Resident		
Ethnic Origin: (select all that apply) American Indian or Alaskan Native [ ], Asian [ ], Black or African American [ ], Hispanic or Latino [ ], Native Hawaiian or Other Pacific [ ], White [ ], Two or More Races [✔]		
Chosen or Preferred First Name:		
I-9 Status:	**Visa Type:**	**I-9 Expiration Date:**
Veteran Status:	**New Hire:**	
Mail Stop (Check Delivery Drop):	**Correspondence Language:**	
E-Verify Status:	**Date Authorized:**	**Case Verification #:**

SPECIAL INFO

Education Level:	**Degree Expected:**	**Date Degree Expected:(dd/mmm/yy)**
Other Special Info: [ ] Y [ ] N	**Specify:**	

TERMINATION INFORMATION

Termination Date: (dd/mmm/yy)
Termination Reason:

ADDRESS

US Address (Primary Address in United States): 34 Cornell Drive		
City: Canton	**State:** NY	**Zip Code:** 13617
County: St. Lawrence	**Country:** United States	
Type: Residential	**Primary: Y (this should be checked on the US address)**	
Telephone: (555 **)** 555-5555		
E-Mail Address: roodyroo@canton.edu		
Address 2: [ ] US [ ] Foreign		
City:	**State:**	**Zip Code:**
County:	**Country:**	
Type:	**Primary: N**	**Telephone: ( )**

ASSIGNMENT

Organization: 360	**Op. Location:** 360	**Group:** Employee Regular	
Effort Reporting Status: N/A = Not Applicable			
Job: Mascot	**Grade:**	**Payroll:** *Biweekly*	
Location: 360	**Status:** Active Assignment		
Assignment Category: Non-exempt-Regular			
Supervisor: Joe Smith	**Employee Category:** Sponsored Program		
Work Week Basis: [✔] 37 ½ hours [ ] 40 hours | **Hourly-Benefit Eligible** [ ] Y [✔] N			
Salary Basis: Hourly 37.5	**FTE:**	**Work Region:** Greater NYS	**Appointment Type:** Academic Year Appointment

ORACLE INFORMATION CHANGE FORM

NAME: Roody Roo	Employee #: 12345

Proposal (Effective) Date:(dd/mmm/yy) 01/SEP/26	**New /Change Value:** $16 hr/20 hrs a week
Approved: *X* **Reason:**	
Retro Required? ☑ **No** ☐ **Yes: Begin Date: (dd/mmm/yy)**	**Retro End Date: (dd/mmm/yy)**

Input by:	Date:

Schedule Hierarchy
☐ **Assignment** ☐ **Element**

Schedule Line Changes

Project	Task	Award	Organization	Expenditure Type	LD Start Date	LD End Date	%
5555555	1	55555	360-VP Strategic Relations	SWR-Regular	9/1/25	8/31/26	

***NOTE: The PTAEO for hourly employees must be submitted on the Hourly Employee Time Report.**

OTHER CHANGES AND EXPLANATIONS

Roody Roo is being hired at $16 an hour.

Input by:	Date:

APPROVALS

This assignment is consistent with sponsored program terms and conditions and with Research Foundation policies.

Project Director/Co-Project Director:

(Signature) (Date)

Funds are in the account for this assignment.

Operations Manager:

(Signature) (Date)

Additional Campus Signatures as Required

(Signature) (Date)

(Signature) (Date)