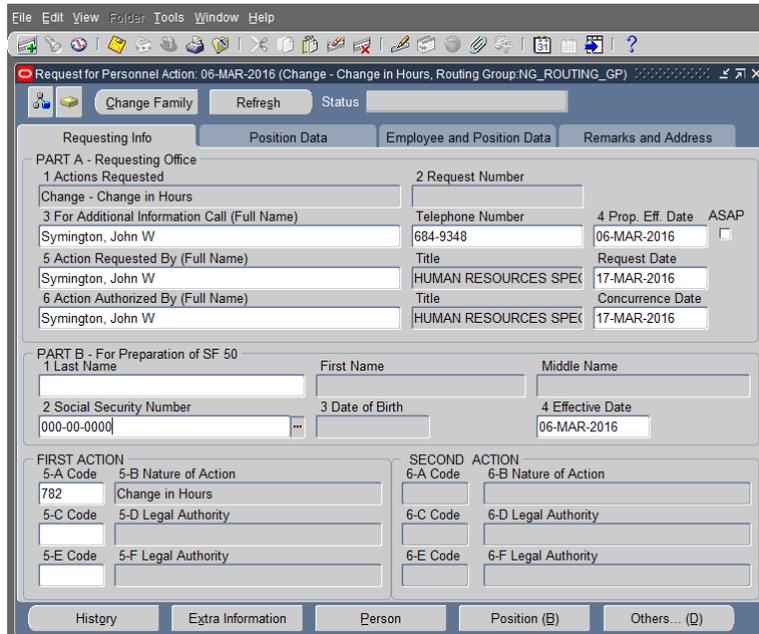


## Change in Hours – 782

Required Documents – None

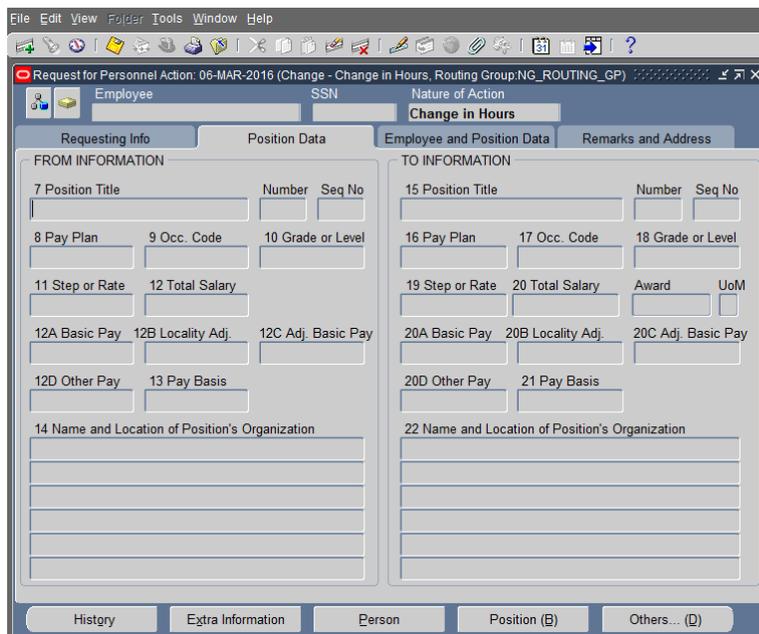
On the Navigator, select “Request for Personnel Action” and then select “Change Actions” and then “Change in Hours

Change in hours is used for part time employees only. Do not use for: Change in hours for two pay periods or less.



Complete all of PART A. Blocks 5 and 6 can only be completed by the person who has the request.

For Part B, Start by entering the effective date in block 4 and the SSAN in block 2. Information for blocks 1 and 3 will auto-populate. Next Enter 782 in block 5-A



For this request, position information will auto-populate. No other information will need to go on this page

May 2016

Enter the number of hours per pay period that the employee will be changing to.

NOTE: It must be a minimum of 32 hours and a maximum of 64. Decimals can be used if needed

You will leave Part D and Part F blank

Next click on the disk on the top row of symbols and select “Yes” when asked about Routing the request.