

**CHANGE BIWEEKLY WORK GROUP**

**DATE OF CHANGE MUST BE 1<sup>st</sup> DAY OF NEW PAY PERIOD (WEDNESDAY)**

<b>Requested by:</b>	
<b>E-mail address:</b>	
<b>Date requested:</b>	

**Please scan completed template to [hrpsoft@central.uh.edu](mailto:hrpsoft@central.uh.edu). Requests for work group changes must be submitted on this template no later than noon on the Friday prior to the first day of a new pay period (Wednesday). Changes to an employee's work group that move the individual from comp time earned to paid overtime must be approved by the department's/college's/division's fiscal authority.**

<b>EMPLID</b>	<b>EMPL RCD#</b>	<b>CURRENT WORK GROUP ID</b> (select from drop-down menu)	<b>PROPOSED WORK GROUP ID</b> (select from drop-down menu)	<b>TCD OR WEB CLOCK</b> (select from drop-down menu)
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