Data Entry Change Form (Paper Version)

CLEMSON
HUMAN RESOURCES

Email form to data_center@clemson.edu

Student's Name:	
Student's EMPLID:	
Department #:	

Check all that apply	Effective Date:
	New Job Code & Title:	
	New Supervisor Name & EMPLID:	
	New Business Phone:	
	New Business Address:	
	Start Student Break: *If FWS, provide JED below.*	Is this a Federal Work Study (FWS) student? Is this an International student?
	Return From Student Break:	Is this an International student?

Earnings Distribution – All funding information must be included.

- **Fund 20 projects require approval by the Principal Investigator and the College/Division Post Award contact prior to being sent to the Data Center. Forms with Fund 20 projects missing the required approvals will be returned to the Department.**

Acct Code	Fund Code	Dept #	Program Code	Class Field	Project / Grant	By %	OR	By Amount

Approvals (As required, based on Project)

_____   _____
Principal Investigator   **Date**

_____   _____
College / Division Post Award Contact (Fund 20)   **Date**

_____   _____
College / Division Budget Officer (All other funds groups)   **Date**

_____   _____
Department Chair / Director   **Date**