



CityTech OneRF Employee Appointment Modification Form

Please submit this at least one week prior to the effective change date. Due to complexities of OneRF, **Faculty/Staff should not enter any employee grant modifications or terminations at this time. OSP will handle the following tasks.** Please email form to Rodlyn.Daniels93@citytech.cuny.edu

Employee First Name: _____ Last Name: _____

RF Grant # _____

Select one of five choices and provide requested details:

Change employee end date: Current end date _____

New end date _____

Increase/decrease employee hours and schedule

Current _____ hours per pay period _____ Current hours per week

Change to: _____ hours per pay period _____ hours per week

New schedule will be:

Day	M	T	W	Th	F	S	Su
Week 1							

Day	M	T	W	Th	F	Sat	Sun
Week 2							

End employee appointment

Last date worked: _____

Reason for ending: check one

Grant end date

End of appointment (will reinstate at a later date)

Resignation (include letter or email)

Never worked

Rehire current employee (less 120 days break in service)

Current RF Grant # _____

RF Job title _____

Start date _____ end date _____

Pay Rate _____ Hours per week _____

Schedule

Day	M	T	W	Th	F	S	Su
Week 1							

Day	M	T	W	Th	F	Sat	Sun
Week 2							

Move employee appointment to different RF grant

Current Grant # _____

New Grant # _____

RF Job title _____

Start date _____ End date _____

Pay Rate _____ Hours per week _____

Schedule

Day	M	T	W	Th	F	S	Su
Week 1							

Day	M	T	W	Th	F	Sat	Sun
Week 2							