

**REQUEST FOR CHANGE OF RATE OR BANNER INDEX FOR A WAGE JOB  
 (Do Not Use this Form for College Work Study or College Work Opportunity)  
 LEHIGH UNIVERSITY PAYROLL OFFICE**

This form can be completed on the Web: <http://www.lehigh.edu/~inctr/Forms.shtm/#PR>

**Instructions:** Use this form to submit a request to change an hourly rate or a Banner index number for a wage job that is NOT College Work Study and is NOT College Work Opportunity. Please send the forms immediately to the Payroll Office at **524 Brodhead Avenue**; do not wait until the employee submits her/his time.

TIMESHEET CODE: Z			TIMESHEET LOCATION:				
Full Name	Social Security #	Position Number	Effective Date (must be the start of a pay period – MM/DD/YYYY)	Current Hourly Rate (99.99)	New Hourly Rate (99.99)	Old Index Number (999999)	New Index Number (999999)

Print the name of Financial Manager/Authorized Signer (required):			Department:				
Signature of Financial Manager/Authorized Signer:				Extension:		Email:	

