

California State University, Sacramento

Office of Graduate Studies

Academic Student Employees / Unit 11

Student Name: _____ Last Four (4) Digits of Student ID Number _____

Department / College / Program _____ Semester / Year _____

Does this student hold any other ASE/Unit 11 positions? No Yes If YES, where? _____

Was the student issued an offer letter? No Yes

Revisions to Original Hiring - Submit new ASE-PTF

Hours / Units	Previous Hours / Units	New Hours / Units
	Note: Include change in pay, if hours increase or decrease	
Pay	Previous Amount	New Amount
Start Date	Previous Start Date	New Start Date
End Date	Previous End Date	New End Date
Other	_____	_____
	_____	_____
	_____	_____

NOTE: If a student has been issued an offer letter, please have them decline the offer letter, note changes & re-submit it to HR.

Both signatures are required for processing.

Chair / Program Director Signature Date

Dean Signature Date

Submit this form, ASE-PTF and any other correspondence electronically to aseunit11@csus.edu