

Leavekeeping Change Form

Supervisor, Approver, Leavekeeper or ORG Changes

Leavekeeper Name		Current ORG	
Approver Name		New ORG	
Approver Position #		Effective Date	
Date HR Campus User Form was completed		Students or Temps email	payroll@uncw.edu

Brief description of action needed

Employee Name	850# SMART	Employee Name	850# MOVE

Approved by either the Approver or the Leavekeeper

_____ _____ _____ _____
 Approver Date Leavekeeper Date

Email completed form to caulkp@uncw.edu and tackett@uncw.edu