

Revisions to Intents to Employ

END DATES: The Intent to Employ needs to be updated and the Ending Date being extended or ended early.

BUDGET CHANGES: The Intent to Employ needs to be updated with additional budget string(s) being added to the budget string area.

SENDING TO HR:

An e-mail from an Authorized Signer must be sent (for Student Help) to IntentS@losrios.edu or (for Temporary Employees) IntentT@losrios.edu

The e-mail heading must have “LastName, FirstName – ID#XXXXXXX” in the “Subject” portion of the e-mail along with the revised Intent to Employ.

The body of the e-mail will need to note:

“Approved - Ending Date Extended”; or,

“Approved - Ending Date Early Termination”; or,

“Approved - Budget String Added”.