

**Request To Change Student Timesheet Approver and/or Job Posting Contact**

*Please complete to change a Banner timesheet approver and/or the contact for posting a student position. Email to [stuemp@wellesley.edu](mailto:stuemp@wellesley.edu) or fax to X3946. Allow 7-10 business days for processing.*

*(Revised 5/12/08)*

**Student Position Information:**

Department Name:

Org #:

Placement Code:

Position Code:

Job Title:

*Complete for Banner Timesheet approver:*

New Approver:

Banner ID#:

User Name:

*Complete for Job Posting Contact(s): (If different than approver)*

Change:

Add:

Primary Contact:

Banner ID#:

User Name:

Change:

Add:

Secondary Contact:

Banner ID#:

User Name:

Approver Signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_

***For Stuemp Office Use Only:***

Update Placement & Position Code list

Email BBC

Update Job Posting info

Date complete: \_\_\_\_\_