 **INSERT UNIT/DEPARTMENT LOGO HERE**

**MEMORANDUM**  DATE

|  |  |
| --- | --- |
| TO:  | Cathleen Moore-Linn, RCUOG Executive Director  |
| VIA:  | (Dean or Director)  |
| FROM:  | Principal Investigator  |
| SUBJECT:  | Request to amend EMPLOYEE NAME  |
|  |  |

*Note: Amendments to personnel actions are made when there is a change to account number, change in work hours, employment status, benefits, position title, etc. Below is a sample of an amendment memo:*

Hafa Adai, I am requesting to amend the account number of John Doe with an effective date of August 01, 2021. All other information stated in the initial personnel action will remain. Thank you.

**Employee Name:**

**Position Title:**

*(Must follow RCUOG employee position titles and wages grades)*

**Unit and Department:** Example: ORSP/EPSCoR

**Effective Date:**

**Account Number:**

New account number VICE current account number on personnel action

*(Provide additional Character of Duties employee will be performing if adding an account number with a different project/unit)*

**Certification of Funds:** 30-XX-XXXXXX-X-XXXXXXX

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RCUOG Certifying Officer

**Approved:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RCUOG Executive Director