



Cancellation/Change to Notice of Hourly Employment

- Cancel entire Notice of Hourly Employment.
- Delete assignment indicated below.
- Revise as indicated in parenthesis.

Semester/Year _____ Date of NOHE _____
 Name _____ Employee I.D. Number _____

Assignment

Assignment _____ Total Hours/Week _____
 Hours _____ Total Hours/Semester _____ Load % _____
 Days _____ Salary Placement _____ Hrly. Rate _____
 Location _____ Cost _____

Substitute for _____

Salary Account Chart Fields					
Code (Letter)	Account (6 digits)	Department (6 digits)	Program (5 digit)	Project/Grant (7 digit)	%

Load Banked If changing to load banked, a Load Bank Application must be attached.

Department Chairperson/Director Signature _____ Date _____

Department/Program Will Distribute Copies

c: Payroll VP of Instructional Services or VP of Student Services
 Human Resource Services Dean Employee Chairperson/Director

This form may not be used to increase total hours/semester or total cost. Such changes require an NOHE.