

Student Employment Office

Work-study Encumbrance Adjustment Request

please complete and return to:

Paula Wetherby
Student Employment Office
255 Whitmore Administration Building
413-545-1722 fax
wetherby@finaid.umass.edu

Student Name	HR ID #	Rec #	HR Account #	Current Encumbrance	New amount of encumbrance
<i>Example: Joe Smith</i>	<i>12345678</i>	<i>1</i>	<i>A123456</i>	<i>1800.00</i>	<i>750.00</i>
Date:					
Department Name:					
Person submitting request:					
Email:					
Phone:					

For Office Use: Date processed: _____

Do not submit this form to Human Resources