

## Short-Term Renewal (STR) of Employee Information Form

*This form may only be used for a one month (or less) extension of an already existing contract.  
Extensions of more than one month require a new Employee Information Form.*

**Full name of Employee:** \_\_\_\_\_

**Student/Employee ID:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Original End Date:** \_\_\_\_\_

*MM/DD/YYYY*

**Rate of Pay:** \_\_\_\_\_

**Budget Code:** \_\_\_\_\_

**Please extend the work period for the above employee to:** \_\_\_\_\_

*MM/DD/YYYY*

\_\_\_\_\_  
*Signature of Chair/Director/Grantee*

*(Digital Signature Field, click to sign)*

\_\_\_\_\_  
*Date*

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### For Office Use Only

**For HR use ONLY:**

PT    SM    BS    BH  
WSP

**Position ID (for HR use ONLY):**

\_\_\_\_\_  
*Human Resource*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Finance*

\_\_\_\_\_  
*Date*