[ ]  Staff [ ]  Faculty [ ]  Adjunct [ ]  Student

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name | First Name | MI | ID Number | Position Number |
|       |       |       |       |       |
| Effective Date | Dept Orgn | Department Name | Fund | Orgn | Acct | Prog |
|       |       |       |       |       |       |       |
| Check Action Desired |  | Check Selection | Complete Sections |  | Check Selection | Complete Sections |
| [ ]  | Hire | 1, 2 | [ ]  | Title Change Only | 3 |
| [ ]  | Classification Change | 2, 3 | [ ]  | Separation | 4 |
| [ ]  | Transfer/Promotion | 2, 3 | [ ]  | Leave of Absence (LOA) | 5 |
| [ ]  | Rate Change | 2, 3 | [ ]  | Sabbatical | 5 |
| Section 1.HIRE |  | Check Selection | Position Title | [ ]  | Full Time | Hours per week |
| [ ]  | New Employee |       | [ ]  | Part Time |       |
| [ ]  | Rehire/Reinstated | [ ]  | Temporary |
| [ ]  | Return to Work | Employee Class | Benefit Category | Leave Category |
| [ ]  | Sabbatical Replacement |       |       |       |
| [ ]  | Other:       |
| Section 2.Rate Change/ Stipend |  | Check Selection | Current Hourly Rate | New Hourly Rate |
| [ ]  | Merit |       |       |
| [ ]  | Promotion |
| [ ]  | Annual Increase | Current Monthly/Annual Salary | New Monthly/Annual Salary |
| [ ]  | One-Time Only Pay |       |       |
| [ ]  | Stipend |
| [ ]  | Other:       | Stipend Total | Monthly Rate | # of Payments | Begin Date | End Date |
|       |       |       |       |       |
| Section 3.TransferPromotionTitle Change |  | Check Selection | Department From | Department To |
| [ ]  | Transfer |       |       |
| [ ]  | Promotion |
| [ ]  | New Position | Fund | Orgn | Acct | Prog | Fund | Orgn | Acct | Prog |
| [ ]  | Title Change |       |       |       |       |       |       |       |       |
| [ ]  | Other:       |
| Current Job Title | New Job Title |
|       |       |
| Section 4.Separation |  | Check Selection | Last Day Worked | Pay Through | Vacation Hours | Sick Hours |
| [ ]  | Voluntary Resignation |       |       |       |       |
| [ ]  | Involuntary Separation |
| [ ]  | Official Retirement | Forwarding Address/Phone Number | Advertise |
| [ ]  | Military Training (Call HR) |       |       |
| [ ]  | Deceased |
| [ ]  | Other:       |
| Section 5.Remarks/ Special Instructions | [ ]  | Full-Year SabbaticalHalf Pay | Other:     |
| [ ]  | Half-Year SabbaticalFull Pay |
| Section 6.Approvals | Budget Supervisor | VP/AD/CoL Dean | Budget Office | Employment | Benefits |
|       |       |       |       |       |