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.  Transfer  Promotion  Title 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 Sabbatical  Half Pay | | | | Other: | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Half-Year Sabbatical  Full Pay | | | |
| Section 6.  Approvals | Budget Supervisor | | | | VP/AD/CoL Dean | | | | Budget Office | | | | | | | | Employment | | | | | | | | | Benefits | | | | | | | |
|  | | | |  | | | |  | | | | | | | |  | | | | | | | | |  | | | | | | | |