

EMPLOYEE PERSONNEL CHANGE FORM GUIDELINES (FACULTY, ACADEMIC STAFF AND UNIVERSITY STAFF)

The purpose of the Change Form is to document and identify changes to an **existing** employee's appointment **OR** for Lump sum payments to **existing** employees:

- Additional duties (ex. Chair/Director appointments)
- Appointment/Contract extension (ex. extensions of current appointments)
- Appointment percent/FTE (ex. increase/decrease in working hours)
- Compensation rate/amount (ex. changes in salary)
- Title (ex. promotions, title reviews)
- Organizational Department and/or Funding source
- Associate Lecturer changes (after final semester spreadsheet has been approved)
- Approver changes for leave or time

Note: The Change Form is not to be used for new hires or new appointments (ex. current employee hired into a different position) or for changes to University Staff Temporary employees. Interim appointments need to be discussed with the HR Office to determine the appropriate form. For terminations, please use the Departure Form.

Divisional support staff/designee will be responsible for reporting any changes to the employee's appointment, funding, as well as submitting the Change Form for review, approval and signatures of the appropriate parties (HR Office should not get the Change form prior to all approvals).

Fully completed and approved Change Form will be forwarded to the HR Office for final processing.

Caution: Please contact the HR Office (x2204) if you have any questions about how to fill out the form. If the reported information is incorrect/incomplete, or the appropriate offices did not sign off (ex. Budget Office), the form will be pushed back to the department and payment to the employee for services rendered will likely be delayed for at least a payroll (see Unclassified and/or University Staff Payroll Calendars for payroll deadlines).

Thank you!

**EMPLOYEE PERSONNEL CHANGE FORM
FACULTY, ACADEMIC AND UNIVERSITY STAFF**

*SUBMITTED BY (REQUIRED):

APPOINTMENT TYPE:

If unable to use dropdown circle above Appointment Type

EMPLOYEE INFORMATION (EMPLOYING DEPARTMENT)

- | | | |
|--|---|--|
| <input type="checkbox"/> RATE OR TITLE CHANGE | <input type="checkbox"/> APPT. PERCENT/FTE CHANGE | <input type="checkbox"/> MERIT INCREASE |
| <input type="checkbox"/> APPT. EXTENSION/RENEWAL | <input type="checkbox"/> FUNDING CHANGE | <input type="checkbox"/> OVERLOAD/ LUMP SUM/ADDITIONAL PAY |
| <input type="checkbox"/> CANCEL (PREVIOUS SUBMIT) | <input type="checkbox"/> LEAVE OF ABSENCE | <input type="checkbox"/> CONTRACT NEEDED |
| <input type="checkbox"/> LEAVE/TIME APPROVE CHANGE | | |

LAST / FIRST (LEGAL NAME ONLY) /	Position of Trust Yes <input type="checkbox"/> NO <input type="checkbox"/>
*CURRENT TITLE /TITLE CODE: /	Leave/Time Approver
*CURRENT WORKING TITLE: /	Leave/Time Back-up Approver
*Department Name/Number /	

POSITION/APPOINTMENT CHANGE (EMPLOYING DEPARTMENT)

APPOINTMENT EXTENSION/RENEWAL		LEAVE OF ABSENCE	
*START DATE:	*END DATE:	Start DATE:	END DATE: PAID LEAVE <input type="checkbox"/>
			UNPAID LEAVE <input type="checkbox"/>

RATE CHANGE/MERIT PAY INCREASE

START DATE:	END DATE (IF APPLICABLE):	CURRENT RATE (FULL-TIME EQUIVALENT):	NEW RATE (FULL-TIME EQUIVALENT):
REASON:		CURRENT ACTUAL RATE:	NEW ACTUAL RATE:

JOB PERCENTAGE/FTE CHANGE

START DATE:	END DATE (IF APPLICABLE):	REASON:	CURRENT APPT %:	NEW APPT %:
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TITLE CHANGE/ RECLASSIFICATION

START DATE:	END DATE (IF APPLICABLE):	NEW TITLE AND OFFICIAL TITLE CODE /
REASON:		NEW WORKING TITLE:

OVERLOAD/LUMP SUM/ONE TIME (LUMP SUM) MERIT INCREASE PAYMENT (EMPLOYING DEPARTMENT)

AMOUNT:	FREQUENCY:
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FUNDING (EMPLOYING DEPARTMENT)

% UP TO 2 DECIMALS

START DATE	END DATE	DEPARTMENT	FUND	PROGRAM	PROJECT/GRANT	% (MUST TOTAL)
		G				
		G				

ADDITIONAL INFORMATION/NOTES "Please briefly explain" If additional comments needed please attach on separate page

Dean or Director Signature/Date

Hiring Authority Signature/Date

Budget Office Signature/Date

Grant Approver Signature (if applicable)/Date

HR USE ONLY:

ENTERED BY:

EMPLOYEE ID #:

EMPLOYEE RECORD # IN HRS: