

PROMOTION / OTHER CHANGE (Faculty, Staff only)
Send to Human Resources Department

Demographic Information		
Name:	Employee Number:	Effective Date of Change:

*Type of Change (must select one or more)			
<input type="checkbox"/> Promotion	<input type="checkbox"/> Salary	<input type="checkbox"/> Salary Band	<input type="checkbox"/> Supervisor
<input type="checkbox"/> Hours per Week	<input type="checkbox"/> Weeks or Months per Year	<input type="checkbox"/> Employment Benefits Category	
<input type="checkbox"/> Retirement Transition	<input type="checkbox"/> Rank or Tenure Date	<input type="checkbox"/> Tenure Status	<input type="checkbox"/> Other
<input type="checkbox"/> Comments:			

Required Information (refer to Chart A for required fields)						
Data Field	Current Information		New Information			
PC#						
Job Title						
Department Name						
Salary Band						
FTE						
Position End Date (Grant funded PCs only)						
Employee Benefits Category**	<input type="checkbox"/> Full Time	<input type="checkbox"/> Ext Part Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	<input type="checkbox"/> Ext Part Time	<input type="checkbox"/> Part Time
FLSA Classification	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt		<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt	
Hours Per Week***						
Weeks (NonExempt) or Months (Exempt) Per Year***						
Rank (Select One)						
Faculty Job (Select One)						
Tenure Date						
Tenure Status (Select One)	<input type="checkbox"/> Tenured	<input type="checkbox"/> Tenure Track	<input type="checkbox"/> Non Ten Track	<input type="checkbox"/> Tenured	<input type="checkbox"/> Tenure Track	<input type="checkbox"/> Non Ten Track
Annual Salary (Divided by 24 to determine the Per Pay Period amount)			New Rate	7/1 Rate		
Hourly Rate			New Rate	7/1 Rate		
Supervisor						

Accounting Information and Approval Signatures on Next Page

Accounting (grants or contracts require SPA approval) **End Date** _____ **Proportion of Salary:** 100% total

Account #	%
Account #	%

Default Account Number _____ **Start Date** _____

Account #	100 %
-----------	-------

Signatures (Sign and Print Name)

Completed By:	Print Name	Ext.:	Date:
1 st Approval (required)	Print Name		Date:
2 nd Approval (optional)	Print Name		Date:
3 rd Approval (optional)	Print Name		Date:
Required Signatures - Grants Only (Project Numbers that start with 3, A-F or P)			
Principal Investigator:	Print Name:		Date:
Accounting Representative	Print Name:		Date:

Chart A *Type of Change – Required Fields

Change Type	Fields Required	Comments
PC#	Current Info only	Use New Hire EAF for all PC # changes with a requisition
Transfer (Internal transfer without Req. Faculty Recruitment Only)	PC# Job Title	Use when Faculty move in/out of Department Chair positions ONLY
Promotion	PC# Job Title Department Salary Band	Requisition may be required Job Description Questionnaire may be required
Salary	Annual Salary Hourly Rate	Overpayment may occur refer to chart C below
Job Title Change	PC# Job Title Department Salary Band	Requisition required Job Description Questionnaire may be required
Hours Per Week	Hours per week Employee Benefits Category	Benefits category may or may not change, refer to chart B below Overpayment may occur refer to chart C below
Weeks (Non –exempt) or Months(Exempt) Per Year	Weeks or Months per year Employee Benefits Category	Benefits category may or may not change, refer to chart B below Overpayment may occur refer to chart C below
Employee Benefits Category	Hours per week Weeks per year Months per year	Refer to chart B below Overpayment may occur refer to chart C below
Rank	Rank	Attach supporting documentation
Tenure Date	Tenure Date	Attach supporting documentation
Tenure Status	Tenure Status	Requisition may be required
Salary Band	Salary Band	Job Description Questionnaire may be required
Supervisor	Supervisor	
Retirement Transition	Hours Per Week Weeks/Months Per Year	Employee Benefits Category DOES NOT change

Chart B **Employee Benefits Category

Exempt: Fulltime: 40 hrs per wk (10, 11, 12 mos per yr only) Ext Part Time: 20 - 39 hrs per wk or 40 hrs per wk and <10 mos per yr Part Time: < 20 hrs per wk Faculty: As determined by College based on course load	Non-Exempt: Fulltime: >= 1500 hrs per yr Ext Part Time: 750 – 1499 hrs per yr Part Time: < 750 hrs per yr
---	--

Chart C *Pre Paid Employees Only**

Overpayments to the employee will result when: Unless change date is 7/1	<ul style="list-style-type: none"> Hours per week are reduced Weeks per year are reduced OR increased 	<ul style="list-style-type: none"> Months per year are reduce OR increased Salary decreases
---	---	---