

Employee Name:

Department:

Datatel No. (For HR use only):

Effective Date:

Payroll Account Number(s):

Check action desired and complete section(s) indicated:

- Hire, Re-hire (1, 2)
- Transfer/Promotion/Title Change/New Position (Sections 2, 3)
- Rate Change (2)
- Classification Change (2, 3)
- Change Payroll Account Number(s)

1. Hire Re-hire **Position Title:** _____

- Status: Regular Temporary
 Full-time Part-time
 General Staff Professional Staff Administrative Staff Administrator w/Faculty Rank
 Exempt Non-Exempt

2. **Rate**

<input type="checkbox"/> New Employee			<u>Old Rate</u>		<u>New Rate</u>
<input type="checkbox"/> Re-Hire	Hourly	_____		Hourly	_____
<input type="checkbox"/> Promotion	Semi-Monthly	_____		Semi-Monthly	_____
<input type="checkbox"/> New Position	Annual	_____		Annual	_____
<input type="checkbox"/> Other: _____					

3. Transfer Promotion Title Change New Position Other: _____ (Check all that apply):

Change From:

Dept: _____
Position Title: _____

- Status: Regular Temporary
 Exempt Non-Exempt

From Classification:

- General Staff Administrator w/Faculty Rank
- Professional Staff Faculty
- Administrative Staff

Change To:

Dept: _____
Position Title: _____

- Status: Regular Temporary
 Exempt Non-Exempt

To Classification:

- General Staff Administrator w/Faculty Rank
- Professional Staff Faculty
- Administrative Staff

4. **Special Arrangements:**

Housing Arrangements

Moving Expenses

Other Miscellaneous Financial Commitment

Remarks:

Approvals:

_____/ / _____/ /
_____/ / _____/ /