

**Employee Name** \_\_\_\_\_ **Employee ID** \_\_\_\_\_ **Action Effective Date** \_\_\_\_\_

Complete applicable section in its entirety and route for approval. **Incomplete forms will be returned resulting in processing delay.**

**Section A – New Hire/Rehire**

Position Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Direct Manager: \_\_\_\_\_ Time Approver: \_\_\_\_\_

Pay Rate: Hourly/Non-exempt \_\_\_\_\_ Salaried/Exempt \_\_\_\_\_ Per Credit Hour (PT Faculty) \_\_\_\_\_

- Full-Time (40 hours a week)                       Regular                       Faculty Fiscal (12 month)  
 Part-Time- if so, indicate standard hours per week \_\_\_\_\_  Temporary                       Faculty Academic (10 month)

**Benefits Eligible:**  Full Benefits Package     Partially Benefitted     Not Eligible

Is employee currently employed by another USG Institution?  Yes  No If yes, will they continue this employment?\*  Yes  No  
 \* Continued employment at another Institution will require a Dual Appointment Agreement, which requires pre-approval  
 Is the employee a retiree with any of the following systems? \*\*  TRS  ERS  USG's ORP  N/A  
 \*\*If so, certain employment restrictions could apply

**Section B –Regular Job Data Update (Complete All Applicable Fields)**

- Pay Rate Change\*                       Position Change                       Promotion/Tenure                       Reclassification

**\*Note: for Permanent Changes only; for Temporary Supplemental Pay Complete Section C**

Specific Reason for the Change (for example, equity adjustment): \_\_\_\_\_

New Position Number: \_\_\_\_\_ Current Job Title: \_\_\_\_\_ New Job Title: \_\_\_\_\_

New Manager (if applicable): \_\_\_\_\_ New Time Approver (if applicable): \_\_\_\_\_

New Pay Rate: Hourly/Non-exempt \_\_\_\_\_ Salaried/Exempt \_\_\_\_\_ Per Credit Hour (PT Faculty) \_\_\_\_\_

- Full-Time (40 hours a week)                       Regular                       Faculty Fiscal (12 month)  
 Part-Time- if so, indicate standard hours per week \_\_\_\_\_  Temporary                       Faculty Academic (10 month)

**Benefits Eligible:**  Full Benefits Package     Partially Benefitted     Not Eligible

Other Changes/Comments: \_\_\_\_\_

**Section C –Temporary Supplemental Pay (i.e. Additional Pay per Semester or Academic Year)**

Funding Distribution:  100% from Home Department listed above  Split Funding or Other Funding (detail below)

Funding Comments: \_\_\_\_\_

Amount: \_\_\_\_\_ Pay Schedule (for example, pay over 5 months: \_\_\_\_\_)

Specific Reason for Supplemental Pay (required): \_\_\_\_\_

Is this included in their contract/contract addendum?  Yes  No

**Section D – Terminations**

Last day worked: \_\_\_\_\_

All terminations require a reason code. Please select one from the options below:

- Resignation (please attach letter)     Retire (please attach letter)     Job Abandonment                       Violation of Work Rules  
 Probationary Period                       Gross Misconduct                       Failure to Return from Leave     Unsatisfactory Performance  
 Faculty Not Reappointed                       End of Temporary Employment     Other: \_\_\_\_\_

Comments: \_\_\_\_\_

**Section E – Approvals**

	Print Name	Signature	Date
<b>Department Head/Budget Manager</b>			
<b>Cabinet Member</b>			
<b>Vice President for Business Affairs</b>	Michelle Ham		
<b>Assistant Vice President of Human Resources</b>	Phyllis Broadwell		
<b>President</b>	Michelle Johnston, Ph.D.		