



# GUIDELINES FOR COMPLETING RESEARCH FOUNDATION PERSONNEL ACTION FORMS



## FORM: Employee Change Form

### **GENERAL GUIDELINES:**

- All Forms need to be completed, with all necessary fields filled in, prior to being forwarded to the Human Resources or Research Payroll Departments.
- If a department needs guidance in completing forms, please contact Human Resources or Research Payroll for assistance. Grayed out fields are for HR/Payroll use only, please do not complete.
- All forms need to be signed by the Project Director or Designee who has signing privileges for the Grant/PTA that the employee is being appointed to or is currently paid from.
- For all Terminations/Separations, additional Human Resource Separation forms are also required.
- Notes on retro active changes:
  - If the change you wish to make crosses into the previous fiscal year, please contact Research Accounting to make sure the action is still possible.
  - If the change you wish to make 'crosses over' a previously processed/submitted action, please contact RF Payroll to determine if a 'paper-trail' form is required.

### **FIELD GUIDELINES:**

#### SECTION A: GENERAL DATA SECTION \*\*\* This section is required for all transactions \*\*\*

FIELD	EXPLANATION	REQUIRED?
Social Security No.	Employee's social security number.	Y
Name	Employee's current name on Payroll.	Y
Effective Date	<ul style="list-style-type: none"> <li>• The effective date of the action.</li> <li>• If action is a termination or leave without pay, it is the last day you wish to pay the employee. (ie, COB - Close of Business).</li> <li>• All other actions are the first day you want the action to take place. (ie, BOB - Beginning of Business).</li> </ul>	Y
Action Code	Fill in <b>one</b> code from the back of the form that best describes the action you wish to administer.	Y
Type of Change	<ul style="list-style-type: none"> <li>• Check all boxes that apply,</li> <li>• Example: A promotion with a title and department change would most likely change: Assignment, Grant/LD and Salary.</li> </ul>	Y

<b>SECTION B: PEOPLE / ADMINISTRATIVE DATA (CHANGE)</b> <b>*** Complete this section the change an employee's name. ***</b>		
Name	<ul style="list-style-type: none"> <li>Employee's new name, according to their Social Security Records.</li> <li>Please have the employee report to the Payroll Office, with their new social security card.</li> </ul>	If applicable
<b>SECTION C: ASSIGNMENT (FROM)</b> <b>*** Complete only those fields which will be changing. Remember to also complete the corresponding TO fields in Section D ***</b>		
Organization / Department	Enter the employee's current department, if they are changing departments.	If Applicable
Status	Enter the employee's current status, if changing.	If Applicable
Job / Title	Enter the employee's current title, if they are changing titles.	If Applicable
Title Code	Enter the employee's current title code, if they are changing titles.	If Applicable
Grade	Enter the employee's current title grade, if they are changing titles.	If Applicable
FTE / Percentage of Time	<ul style="list-style-type: none"> <li>Enter the employee's total percentage of time they are currently hired to work (ie 100%, 50%, etc), if changing.</li> <li>If the employee has been appointed to multiple Grants/PTA's...then in this field, write the <b>TOTAL</b> percentage, then break down what applies to this Grant/PTA in the Account Data section. (ie, if 100% on 2 grants, write 100% in this field and 50% in the PCT FOR THIS GRANT field in the Account Data From area).</li> </ul>	If Applicable
Employee Group / Appointment Type	Enter the employee's current appointment type, if changing.	If Applicable
Employment Category / Pay Basis	Enter the employee's current pay basis, if changing.	If Applicable
Work Week Basis	<ul style="list-style-type: none"> <li>Enter the employee's current Work Week Basis, if changing.</li> <li>Also, please enter the employee's current hour basis if there is a change in percentage, even if the work week basis is not changing.</li> </ul>	If Applicable

<b>SECTION D: ASSIGNMENT (TO)</b> <b>*** Complete only those fields which have changed. Remember to also complete the corresponding FROM fields in Section C ***</b>		
Organization / Department	New department the employee will be working in.	If Applicable
Status	Enter the employee's new status.	If Applicable
Job / Title	New position title the employee is being appointed to. Contact Human Resources for correct title phrasing.	If Applicable
Title Code	4 digit title code for the employee's new title (ie R168), contact Human Resources for correct title code.	If Applicable
Grade	Salary grade of the employee's new title. Contact Human Resources for the correct Salary Grade Code (ie. E79, N06).	If Applicable
FTE / Percentage of Time	<ul style="list-style-type: none"> <li>• Total new percentage of time the employee is being hired to work. (ie 100%, 50%, etc).</li> <li>• If the employee is being appointed to multiple Grants/PTA's...then on this form, write the <b>TOTAL</b> percentage, then break down what applies to this Grant/PTA in the Account Data section. (ie, if 100% on 2 grants, write 100% in this field and 50% in the PCT FOR THIS GRANT field in the Account Data area).</li> <li>• An employee's total percentage must be a whole percentage (ie 43% not 42.75%). However, if their funding is split between multiple grants, those grant percentages may be fractions of the whole (ie, 100% split between 3 grants as 33.25%, 25.25% &amp; 41.50%)</li> <li>• If changing the employee's total FTE, please also check the applicable Work Week Basis category.</li> </ul>	If Applicable
Employee Group / Appointment Type	<ul style="list-style-type: none"> <li>• An employee can only be <b>one</b> type.</li> <li>• If the employee is being appointed to a student title, select the proper type based on their education level. (ie, Graduate or Undergraduate).</li> <li>• Note that a change in Employee Group / Appointment Type can only be effective on the first day of any pay period.</li> </ul>	If Applicable
Employment Category / Pay Basis	<ul style="list-style-type: none"> <li>• Select the new category, based on the employee's position and title. Contact Human Resources for further classification.</li> <li>• Note that a change in Employment Category / Pay Basis can only be effective on the first day of any pay period.</li> </ul>	If Applicable
Work Week Basis	<ul style="list-style-type: none"> <li>• Select the new hour basis that is consistent with your departmental needs.</li> <li>• Exempt employee's are always classified as 40 hours.</li> <li>• Check appropriate box if there is any change in percentage, even if work week basis is not changing.</li> <li>• Note that a change in Work Week Basis can only be effective on the first day of any pay period.</li> </ul>	If Applicable

**SECTION E: SALARY**

**\*\*\* Complete this section only if the salary is changing \*\*\***

<p>Changes to Annual / Hourly rate</p>	<ul style="list-style-type: none"> <li>• Complete the TOTAL SALARY column if the employee will have a salary change.</li> <li>• Write their <b>current</b> salary on the BASE line,</li> <li>• Write the <b>amount</b> of the first change on the CHG 1 line, followed by the type of change in the DESCRIPTION column (ie, ATB, DISC).</li> <li>• If they are receiving multiple changes, complete the additional CHG 2 &amp; CHG 3 lines, as necessary.</li> <li>• Write their <b>new</b> salary on the NEW BASE line.</li> <li>• If paid on an annual basis, write the total amount they will be paid, rounded to the nearest whole dollar.</li> <li>• If less than full-time, write their <b>actual</b> salary, not the full-time equivalent.</li> <li>• If paid from multiple Grants/PTA's, write the <b>total</b> salary change on one change form (all Grants combined), then write the amounts for this Grant/PTA in the THIS GRANT column and in the Account Data section. A separate change form is needed for all Grant/PTA's that the employee is currently being paid from, even if there is no salary change for that Grant/PTA's, because the grant distribution percentages will need to be adjusted.</li> </ul>	<p>If Applicable</p>
<p>One Time Payment</p>	<ul style="list-style-type: none"> <li>• Enter a dollar amount you wish to pay the employee in a one-time lump sum.</li> <li>• Please attach a letter of justification for all Lump Sum Payment requests.</li> <li>• One-time Lump Sum Payments are added to the employee's normal biweekly gross, the employee <b>will not</b> receive a separate check.</li> </ul>	<p>If Applicable</p>
<p>One Time Payment Description / Other Salary Comments</p>	<ul style="list-style-type: none"> <li>• Use this field for any salary issue clarifications / comments you wish to make.</li> <li>• Note that an attached letter of justification is still required, even if you use this field to describe the type of Lump Sum Payment you are requesting.</li> </ul>	<p>If Applicable</p>

**\*\*\* IMPORTANT \*\*\***

**When completing the Account Data area, please make sure you are using the correct and total PTA number. Most PTA/Grants renew on a yearly basis, please make sure you are using the most current account numbers.**

**SECTION F: LABOR DISTRIBUTION / ACCOUNT DATA (FROM / TERMINATION)**

**\*\*\* Only complete this section if the employee is terminating or if the employee is changing Labor Distributions \*\*\***

Project	7 digit project code employee is being removed from.	If Applicable
Task	1 or 2 digit task code employee is being removed from.	If Applicable
Award	6 digit award code employee is being removed from.	If Applicable
Grant #	Equivalent Campus Grant number, if available (ie 1233M, 1633L), employee is being removed from. Contact Research Payroll for more information.	Optional
# of Grants	What is the total number of Grants/PTA's this employee is currently appointed to?	If Applicable
Pct for this Grant	What Percentage of the employee's total percentage is paid from this Grant/PTA? (ie, 25% of 100%)	If Applicable
Salary for this Grant	What is the actual portion of the employee's salary that is paid from this Grant/PTA? (ie, \$10,000 of \$40,000 if this grant pays 25% of their total salary).	If Applicable
End Date	Enter the last day you want the employee paid from this Account (if changing accounts).	Y

**SECTION G: LABOR DISTRIBUTION / ACCOUNT DATA (ACTIVE GRANT)**

**\*\*\*\* COMPLETE THIS SECTION FOR ALL ACTIONS \*\*\*\***

Project	<ul style="list-style-type: none"> <li>Enter the employee's current 7 digit project code for all transactions (except terminations), or</li> <li>Enter the new 7 digit project code if this is a new account the employee is being appointed to.</li> </ul>	Y
Task	<ul style="list-style-type: none"> <li>Enter the employee's current task code for all transactions (except terminations), or</li> <li>Enter the new task code if this is a new account the employee is being appointed to.</li> </ul>	Y
Award	<ul style="list-style-type: none"> <li>Enter the employee's current 6 digit award code for all transactions (except terminations), or</li> <li>Enter the new 6 digit award code if this is a new account the employee is being appointed to.</li> </ul>	Y
Grant #	<ul style="list-style-type: none"> <li>Enter the employee's current Campus Grant code (except terminations) , or</li> <li>Enter the new Campus Grant code if this is a new account the employee is being appointed to.</li> </ul>	Optional
# of Grants	What is the total number of Grants/PTA's this employee is currently appointed to or being appointed to?	Y
Pct for this Grant	<ul style="list-style-type: none"> <li>What Percentage of the employee's total percentage is paid from this Grant/PTA? (ie, 25% of 100%)</li> <li>Enter the current percentage or the new percentage if changing.</li> </ul>	Y

Salary for this Grant	<ul style="list-style-type: none"> <li>What is the actual portion of the employee's salary that is paid from this Grant/PTA? (ie, \$10,000 of \$40,000 if this grant pays 25% of their total salary).</li> <li>Enter the current salary portion or the new dollar amount if changing.</li> </ul>	Y
End Date	<p>Enter a new end date, if necessary:</p> <ul style="list-style-type: none"> <li>Enter an encumbrance end date, if desired, or,</li> <li>Leave blank for an open-ended appointment or to remove a previously reported end date.</li> <li>An End Date <b>must</b> be specified for all summer appointments.</li> </ul> <p>NOTE:</p> <ul style="list-style-type: none"> <li>If <b>ANY</b> date is placed in this box, a follow-up Employee Change Form is required to make any changes / extensions.</li> <li>An End Date will not terminate an employee, a follow-up Employee Change Form is required for all termination's.</li> <li>Note: It is the Departments responsibility to monitor any Grant/PTA end dates that exist and provide HR/Payroll with the necessary Employee Change Forms, in a timely manner, so that every employee is properly funded by their respective Grant/PTA.</li> </ul>	Y
<b>SECTION H: OTHER CHANGES AND EXPLANATIONS</b>		
Comment Field	Please provide any additional information you feel is necessary for HR/Payroll to process this transaction.	Optional
<b>SECTION I: APPROVALS</b>		
Project Director / Authorized Designee	<ul style="list-style-type: none"> <li>The Project Director (or Designee) with signing privileges for this Grant/PTA must sign this form <b>prior</b> to being forwarded to Human Resources.</li> <li>It is the Project Director's responsibility to verify that this position complies with all conditions and terms of their Grant/PTA.</li> </ul>	Y
Operations Manager	The Operations Manager or Designee will complete this portion. (Accounting Department)	N
Accounting Manager	The Accounting Manager or Designee will complete this portion. (Accounting Department)	N
Department Contact for questions	Please list a departmental contact that is familiar with this change and can answer detailed questions regarding this form.	Y