



Human Resources
Employee Data Change Form
Instructions

Deadlines for completed original to HR:

Paid Monthly: Professional/Faculty/Graduate Assistant Deadline: AS SOON AS POSSIBLE but no later than the effective date of the change or the 10th of the month in which the action is to take place, whichever occurs first.

Paid Biweekly: Classified Employee Deadline: AS SOON AS POSSIBLE but no later than the effective start date or the deadline for the payroll cycle in which the action is to take place, whichever occurs first.

Purpose:

Used to change terms and conditions of the employee's appointment. May generate a letter, prepared by HR, notifying the employee of the change.

Practice Implications:

At the time of separation, the amount of vacation recorded in PeopleSoft will be automatically paid to the employee. Once a separation action has been processed, PeopleSoft will not permit any additional time to be recorded or approved for that employee.

Form Sections for Completion:

Effective Date

Choose one of the following:

Professional Classified Faculty Graduate Assistant

Personal Data:

Last Name Suffix - Sr., Jr., II, III, etc. First Name Middle Initial

Employee ID #: Assigned by PeopleSoft.

Any employee can retrieve their own by following this path:

Employee Self-Service > View Checks and History > View Paychecks >

The Employee ID# is listed directly under the Employee's Name

Action Reason: Attach required forms when indicated by the asterisks (*)

Job Data Change

Benefits Regular: Eligibility: 5 years of Full-Time equiv., Regular service entitles employee to participate in health insurance plan at Full-Time employee premium rate and retirement plan participation.

Hours Worked per Week: Ongoing change in number of hours employee is expected to work. This is accompanied by a proportional adjustment in the employee's salary, leave accruals and maximum balances, and may affect benefit eligibility.

Work Year Schedule: Ongoing change in the employee's work year or work schedule. Contractual/Policy requirements determine amount of official notice.

Partial/Phased Retirement: Proposed Workload Plan must accompany Employee Data Change Form.

NEW Appointment:

Reappointment:

Supervisor Change:

Permanent Mutual Reduction:

Pay Change Distribution

Faculty Promotion:

Proposed salary may also require approval beyond the campus.

Faculty promotion actions are processed upon the approval of the Office of the Provost.

Approved letters must be attached to the Employee Data Change Form

Demotion: Change to a lower classification.

Requires prior approval of Employment Services before Vice Presidential approval.

May require approval beyond the campus.

Equity: Requires Chancellor approval as requested through Employment Services

Step Progression: As provided by collective bargaining or Board of Trustee policy.

Reclassification: Approved desk audit by Employment Services is required for Professional employees.

Earnings Distribution: Account number or distribution change.

Stipend: Position is At Least 1 year in length and is eligible for Benefits.

▶ **Leave of Absence**

Sabbatical: Approved Request for Professional Development Form must accompany Employee Data Change Form.

Unpaid Leave: Affect on probationary period for tenure track faculty must be stated.

Contract/policy may require a statement about the employee's right to return to the job.

Benefits-eligibility set by applicable contract/policy.

Temporary Mutual Reduction: Temporary Mutual Agreement Form from Benefits must accompany

Employee Data Change Form. The Reduction cannot exceed 1/3 of employee's work year.

Family Medical Leave:

▶ **Separation**

Resignation: Attach employee's letter of resignation.

Discharge: Requires prior consultation with and preparation of notice letter by Department.

Funding Cessation: For soft money funded employees only.

Requires prior consultation with and preparation of notice letter by Department.

End of Fixed Length Appt: End Fixed Length Term.

Benefits Office will contact eligible employees to continue benefits participation.

Non Reappointment: Requires prior consultation with and preparation of notice letter

by Human Resources. Employee Data Change Form for Faculty non-reappointments processed centrally by HR.

End of Temporary Appointment

Retirement: Approved Retirement Incentive Form to accompany Employee Data Change Form for eligible monthly paid employees.

Layoff: For base funded employees only.

▶ **Position Data Change:**

Dept: Department code preceded by 'P'

Supervisor Name/ID: Supervisor's name (or PeopleSoft ID)

Job Code: Four digit code (Human Resources will complete this field).

Supervisor Level: The level of supervisory responsibility assigned to the employee.

PeopleSoft provided codes:

A - Academic Dean	H - Department Head	T - Assistant Dean
B - Associate Director	P - President or Chancellor	V - Vice President or
C - Chairperson	R - Coordinator	Vice Chancellor
D - Director	S - Associate Dean	Z - Supervisor

Hours: Number of hours per week an employee is expected to work within his/her work year.

Months in Work Year: Number of months in an employee's normal work year.

Normal Work Year: Normal beginning and ending dates of an employee's work year.

Employee Class: PeopleSoft provided codes.

Professional	Classified	Graduate Assistant
Faculty FY	Faculty AY	Faculty Law
Student	Non-Student	

Union Code: PeopleSoft provided codes.

001 - AFUM Full-Time Faculty	006 - Police Unit
002 - UMPSA Represented Professional	007 - Law Faculty
003 - COLT Represented Classified	009 - PATFA - Part-Time Faculty
004 - Service & Maintenance	Leave blank for non-represented employees
005 - University Supervisors	

Annual Salary: Annual base salary excluding any stipends

Comp Rate: Provide monthly amount for Faculty, Professional Employees or Graduate Assistants.

See "Alternate Payment Plan" for calculation instructions for employees with less than a 12-month work year who are hired mid-way through their work year.

Hourly rate for classified employees is calculated by Payroll.

Probationary Length: Number of months in employee's probationary period up to 12 (for Professional employees).

Planned Exit Date: Date planned to conclude previous position.

Campus Address: Address where campus mailings should be sent.

Work Phone: Employee's University Extension

Stipend: Amount of stipend as well as the beginning and end date.

▶ **Leave of Absence Dates:**

Leave Start Date: For non fiscal year employees whose leave begins within their work year, any applicable accrued salary will be paid in the first check after the leave begins. Human Resources will calculate any accrued salary due to be paid in the next regular pay period.

Expected Return Date: Non fiscal year employees who return from an unpaid leave or a sabbatical at half pay midway through their work year will have their monthly salary adjusted accordingly for the duration of the current pay cycle.

▶ **Separation:**

Last Day Worked: The last day actually worked by the employee.

University policy prohibits the use of vacation to postpone a date of separation.

Severance Owed:

Eligibility and amount determined by applicable policy/collective bargaining agreement.

Vacation/Compensation

Owed: The amount of annual leave due is calculated and paid automatically by PeopleSoft. It is critical that all Time is entered and approved in Peoplesoft in a timely fashion

▶ **Earnings Distribution:**

Earnings Code: this field will be completed by Payroll

Start Date

End Date

10 Digit Payroll Code

Distribution Percent*

**Amounts may be expressed to three decimal places.*

▶ **Other Changes**

▶ **Approvals:**

AFUM fixed length appointments limited to an overall limit of **3** years.

The President must approve any formal offers of employment.

Chancellor and/or Board of Trustee approval required for appointments to the Management Group, appointments to salaries at \$65,000 or above, or appointments with immediate tenure.