

Faculty Status Form

Date Submitted: _____

1	Action	Employment: <input type="radio"/> New Hire <input type="radio"/> Rehire <input type="radio"/> Additional Assignment	Changes: (See back) <input type="radio"/> Employee Information <input type="radio"/> Assignment Information <input type="radio"/> Funding Information	Other: (See back) <input type="radio"/> One Time Add'l Pay <input type="radio"/> Pay Increase <input type="radio"/> FTE from _____ to _____	<input type="radio"/> Other _____
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2	Employee Information	Mac ID#	Last Name	First Name	Mid Init.	
		Street Address				
		City	State	Zip	Phone No. ()	

3	When & What	Fiscal Year	Actual Start Date	Actual End Date	Assignment Title		
		Supervisor (print) Kathleen M. Murray			Supervisor Title Provost	Hiring Dept	
		Contract Type <input type="radio"/> Tenured <input type="radio"/> Non-Tenured <input type="radio"/> Tenure Eligible <input type="radio"/> MSFEO		Term of Contract	Yr of Contract	Contract FTE	Teaching FTE
3	Faculty Appointment	Assignment Status (additional or grant payment check casual) <input type="radio"/> FT <input type="radio"/> PT <input type="radio"/> ADD <input type="radio"/> Casual		Faculty Status		Low Enrollment <input type="radio"/> Yes <input type="radio"/> No	
		Grant				Mo. Sal	# Mo.
		<input type="radio"/> Yes Salary \$ _____ Fringe \$ _____ <input type="radio"/> No Fringe % _____	Total Amt \$		\$		
3	Compensation	Annual Salary	FTE Salary	Comments:			
		\$	\$				

4	Fund	Assignment Funding (FOAPAL) # _____ - 600000 - _____	Funding Department/ Organization
		Comment:	

5	Approval	Line Officer	Date
		Supervisor/Authorized Designee (Print and Sign)	Date
		Project Director (Grants only)	Date

HR/Payroll Processing

HR Processing	Assignment Number		Overload	
			Overload <input type="radio"/> Yes <input type="radio"/> No	Exclusion <input type="radio"/> A - FICA only <input type="radio"/> B - FICA and Add'l Misc
	Retro Pay	Old Rate	New Rate	Retro Amount
Entered by	Date	Routing <input type="radio"/> Employee <input type="radio"/> Payroll <input type="radio"/> Accounting <input type="radio"/> Supervisor <input type="radio"/> Personnel File		

Instructions

Section 1 This section communicates why you are completing this form.

Employment Did you hire someone new or rehire, add another assignment to an existing employee, or terminate an employee?

Changes If you have changes within a section, complete that section with the new changes and associated section(s). Answer who, what, and when and sign the form.

Other These changes are more specialized. You still would complete appropriate section(s). Also, some of these actions may require additional documentation or forms.

Section 3

Actual Dates First and last day of work in current assignment.

Assignment Title Use titles that are appropriate for the current assignment.

Grant Budget Fill in Salary \$, Fringe Benefit \$, Fringe %, and Total Salary and Fringe Amounts from your grant budget. The Fringe % is the rate that your grant uses to calculate the Fringe Benefits for your grant budget (such as 10%).

Assignment Status

Code	FTE	Benefits	Examples
FT	≥ 0.75	Full	Tenure, Tenure Eligible, MSFEO
PT	≤ 0.74	Full	Split Appt
ADD	≥ 0.50	Depd on FTE	Non Tenure
CAS	< 0.50	None	Non Tenure, Additional Assignment

Section 4 **Assignment Funding** (fund) – (organization/department) – (account) – (program)