

# Faculty Status Form

Date Submitted: \_\_\_\_\_

<b>1</b>	<b>Action</b>	<b>Employment:</b> <input type="radio"/> New Hire <input type="radio"/> Rehire <input type="radio"/> Additional Assignment	<b>Changes:</b> (See back) <input type="radio"/> Employee Information <input type="radio"/> Assignment Information <input type="radio"/> Funding Information	<b>Other:</b> (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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<b>2</b>	<b>Employee Information</b>	Mac ID#	Last Name	First Name	Mid Init.	
		Street Address				
		City	State	Zip	Phone No. (      )	

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

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

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

## HR/Payroll Processing

<b>HR Processing</b>	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
<b>HR Processing</b>	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)