

Common Appointment Changes

Contents

Appointment Status Form (ASF).....	2
Concurrent.....	2
Directory changes.....	2
Email Changes.....	2
Faculty Year Changes.....	2
Hours Change/FTE Change.....	2
Job Change.....	3
Leaves of Absence.....	3
Professional Development Leave.....	3
Mail Point change.....	3
Pay Distribution.....	3
Phone Numbechange.....	3
Salary Rate change.....	4
Sabbaticals.....	4

Graduate Assistants require a [new offer letter](#) accompanied by the ASF for all appointment changes.

If the employee is on a position the Appointment Change (FTE) letter located on the [HR Forms library](#) needs to be completed and attached to the ASF when submitted. If there will be changes in hours worked or in the hourly rate the employee is receiving, a review by Classification and Compensation is required prior to the appointment being processed. If the employee is a Temporary employee and the rate of increase is over \$1.50 an hour review by Classification and Compensation is required.

Job Change - If an employee is moving from one job to another, then an ASF must be created. If a graduate assistant is changing jobs, a [new offer letter](#) must be included with the ASF. Please note that when changing jobs, the student level and supervisor must be changed where appropriate. If a Faculty member is appointed for a term, the ASF and offer letter must include the working title (e.g.: Chair & Professor, Director & Professor, etc.), appropriate Faculty Administrative Code and end date (if the Faculty member will be receiving a temporary stipend).

Leaves of Absence Once approved, you must include a copy of the supporting approved paperwork along with the ASF.

Professional Development Leave Each year Human Resources receives a list from the Provost Office of the employees approved for professional development leave. The department must submit an ASF for changes approved after production of the list. Please indicate the dates the employee will be on professional development leave and the salary amount for the leave period.

Mail Point change If the work mail point needs to be changed

(1) Employees with positions:

(2) Temporary employees the information that needs to be changed can be submitted in an email to your Service Center Representative

Salary Rate change If an employee is to receive a pay rate change, then an ASF is necessary.

Temporary employees salary changes should include the reason for the change in the remarks section of the ASF. Temporary nonstudent increases over \$1.50 per hour must be approved by Classification & Compensation before they will be processed. FWS students receiving multiple pay changes and increases over \$1.00 will be reviewed and may be subject to further approval.

Faculty member pay increases other than those approved by the Legislature or as a result of

include either a letter for term appointments or [Out of Cycle Increase form](#) with appropriate documentation.

1. Staff and Administration salary increases must be reviewed by Classification and Compensation prior to being processed in GEMS.
2. Minimum Wage Increases generally legislated minimum wage increases will be electronically uploaded to those affected employees by HR and will require the submission of an ASF by the department.
3. Special Pay Increases (SPI) must include an ASF, the SPI form, and any accompanying documentation. It must be reviewed and approved by Classification & Compensation before it can be processed in GEMS.

Sabbaticals- Each year Human Resources receives a list from the Provost Office of the employees approved for sabbatical over the following academic year. The department must submit an ASF for changes approved after production of the list. Indicate the dates the employee will be on sabbatical and the amount of salary for the period.

Semester Changes An ASF is required for semester changes. Semester changes are made when an employee is being reappointed to a new semester (ex: Fall to Spring) or when an appointment changes in the middle of the semester. A common semester change is when an employee is appointed as a 9 month student in the Fall and then changes to a Spring only appointment in January.

Summer Faculty Appointments

When using GEMS, faculty position numbers for new Summer appointments 1 0 0 1 378.79 172.7 Tm 0 g 0 G [(a)]

Note that if a faculty member had multiple appointments over different summer sessions *in the previous year*, it is more convenient for processing purposes to keep like term appointments on the same employee record (Empl #) numbers. For example, if last year Professor Jones had

Tenure and/or Promotion of Faculty Members Guidelines and procedures are located on the

department and a appointment ASF from the new department. In order to streamline the process for employee transfers from one department to another (that have no break in service) and to reduce the need for additional paperwork, the Employment Center has created the follo