

Request Reporting Change

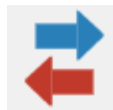


Use: To change the manager or supervisor of an employee

Required Documentation: N/A

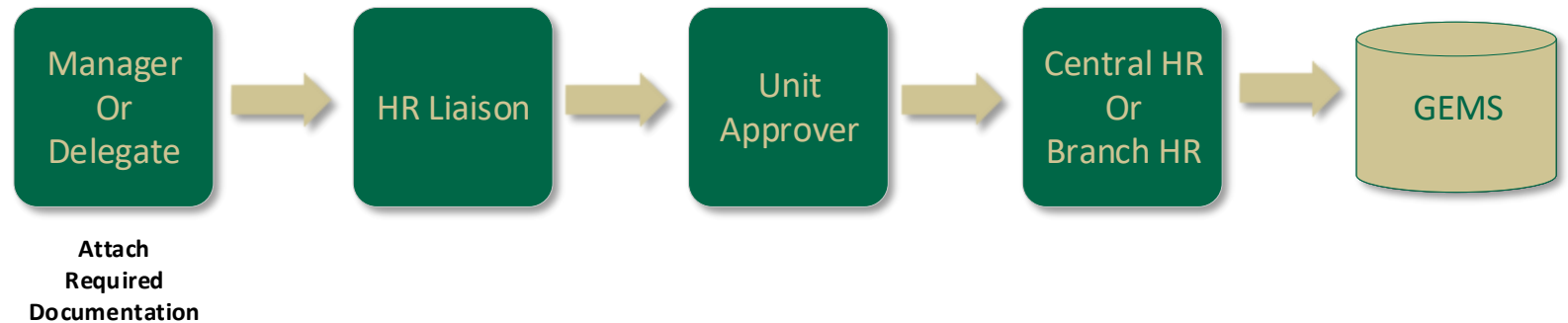


Transfer Employee



Use: To transfer an employee from one position to another position without a recruitment and transfer an employee from one department to another department

Required Documentation: Offer letter or Appointment Change Notification form

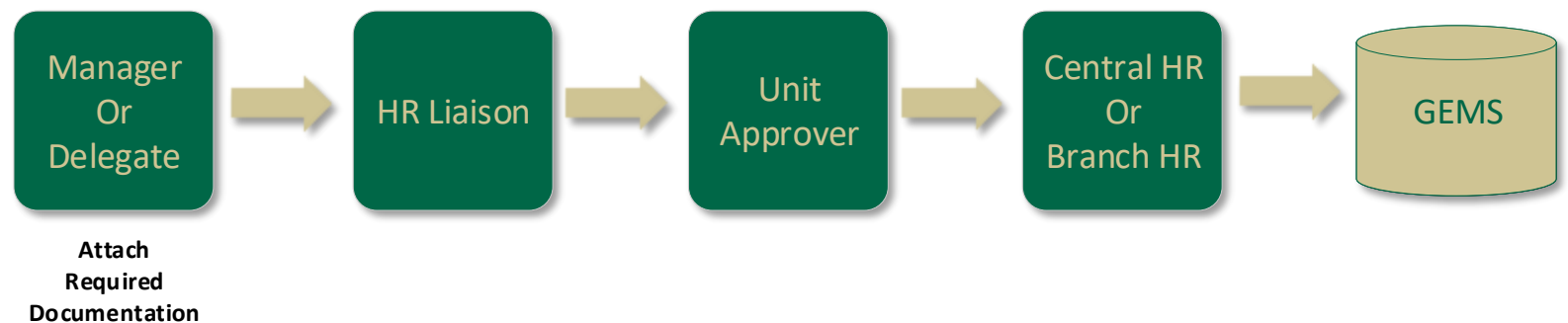


Promote Employee



Use: To change an employee's position and salary due to an internal promotion

Required Documentation: Class/Comp Request form, Offer letter or Appointment Change Notification form

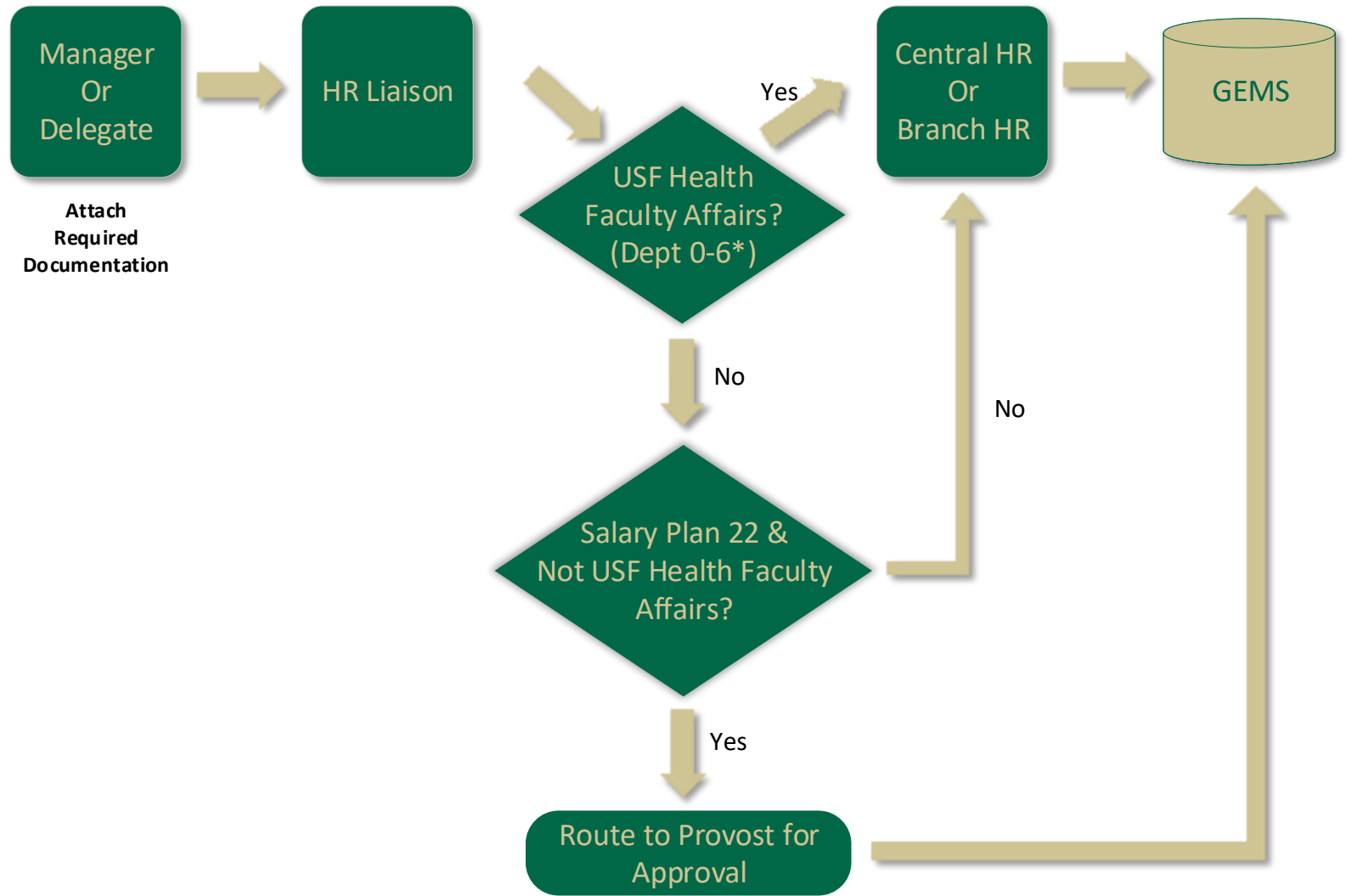


Request Ad Hoc Salary Change



Use: To change an employee's base compensation/salary

Required Documentation: *Staff & Administration:* Class/Comp form; *Faculty:* Out of Cycle Compensation Form; *OPS/Temporary:* Appointment Change Notification form or internal department documentation [If the increase is higher than \$3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]

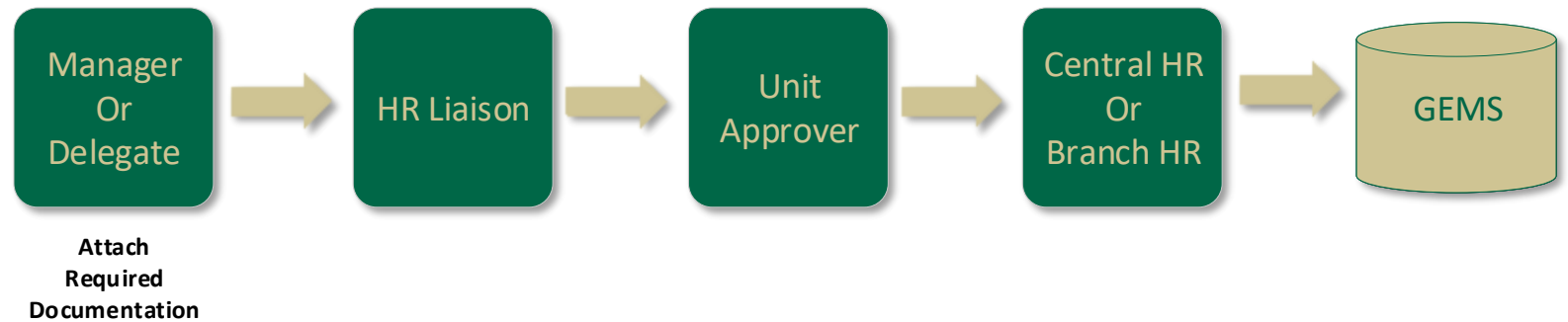


Change Full/Part Time or Hours



Use: To change an employee's FTE or hours

Required Documentation: *With Salary Change:* Appointment Change Notification form or signed approval from the Unit Approver; *Without Salary Change:* Documentation is optional or Appointment Change Notification form

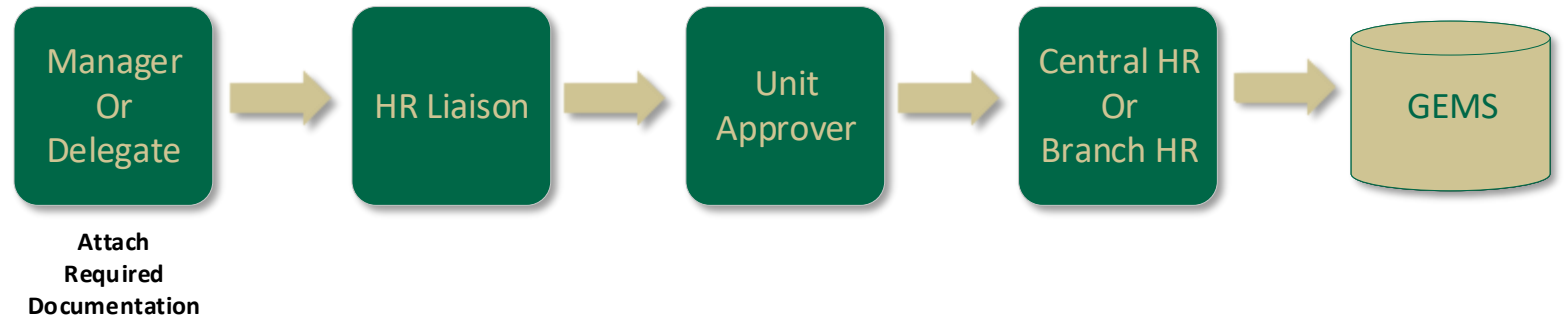


Retire Employee



Use: To retire a Faculty, Staff, or Administration employee from the university

Required Documentation: Letter of retirement

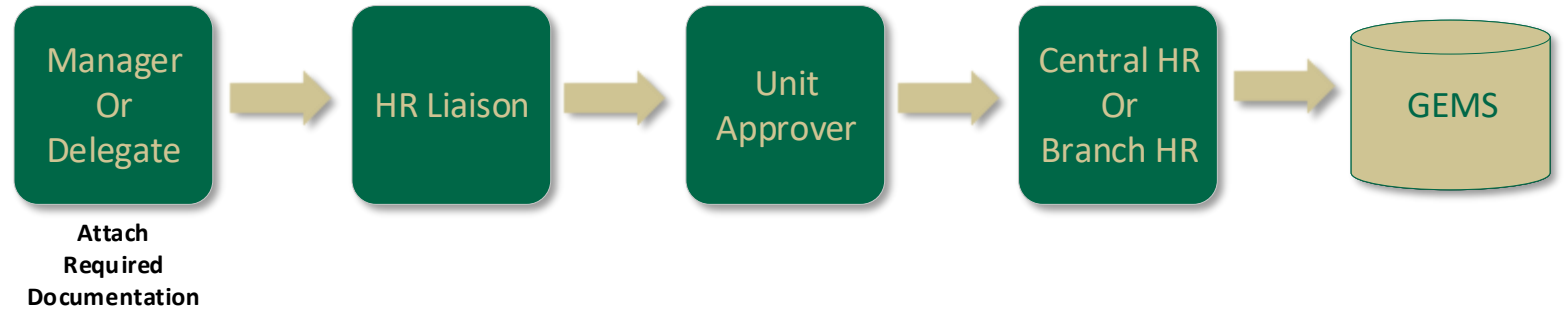


Terminate Employee



Use: To terminate an employee from the university

Required Documentation: *Faculty, Staff, Administration:* Letter of resignation, non re-appointment letter, etc.; *OPS/ Temporary:* N/A (best practice is to include the Appointment Change Notification form)

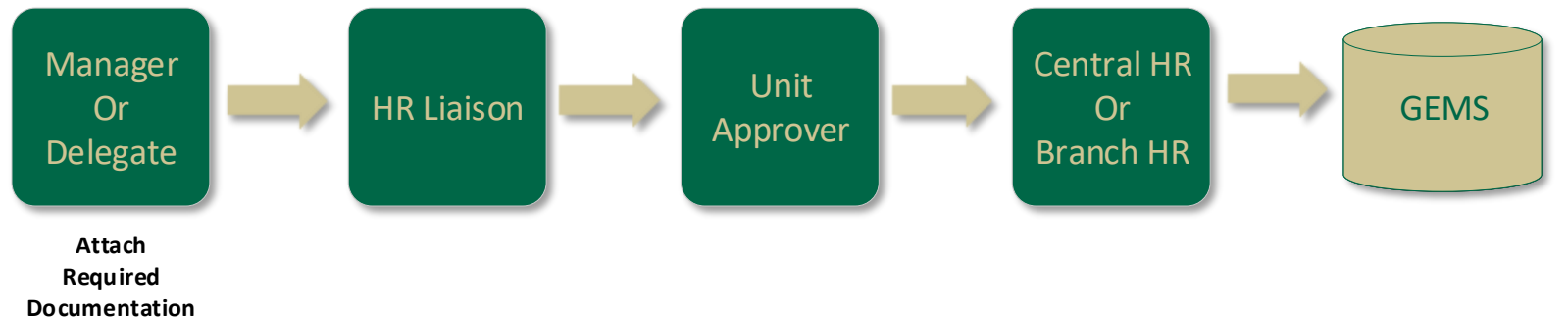


Demote Employee



Use: To change an employee's position and salary due to a demotion

Required Documentation: Class/Comp Request form, Offer letter or Appointment Change Notification form



Update Job Details for Group



Use: To change a group of employee's department, work location, or supervisor

Required Documentation: Documentation is optional or Appointment Change Notification form

