

# EMPLOYEE CHANGE FORM

The Employee Change Form is used anytime a change is made to an employee's Salary, Title, Status, or Supervisor. The form provides required documentation for Payroll, Budget, and Human Resources.

Some types of changes require additional documentation, including a budget adjustment form and/or a revised job description. Others require consultation with the Compensation Manager prior to the form's submission.

A Budget Adjustment Form, revised Job Description and a consultation with the Compensation Manager are ALWAYS required for:

- Promotions, within or between departments
- Structural or interim salary increases for any reason other than the annual June 1st merit or structural changes
- Job transfers within or between departments, whether a promotion or not, even if there is no salary change
- All interim positions

A Budget Adjustment form is required for:

- Change of Status
  - from full time to part time and vice versa;
  - from temporary or interim to regular full time or part time; OR
  - from a nine or ten month position to a twelve month position
- Bonus requests (requires prior approval of Director of Human Resources)

A Consultation with the Compensation Manager is required for:

- Title Changes with no salary adjustment

A revised organizational chart is strongly recommended for:

- Change of supervisor

Responsibility for completing the form lies with the employee's current manager, except in the case of moves between departments, when the employee's new manager is responsible.

The Employee Change form has been created as a document that you can type directly into anywhere you see the gray boxes, and then print out for signatures. Once all signatures have been obtained, send the form with all supporting documentation to the Compensation Manager in Human Resources. Incomplete forms or forms missing the required supporting documentation will be returned to the sender for completion. The forms can be located on the HR website under HR Forms.

If you have any questions, please contact the Compensation Manager in Human Resources at x3313, or your department's Budget Analyst.

