

JOB DATA CHANGE

NEW HIRE

REHIRE

DATA CHANGE

ADD CONCURRENT JOB

Submit forms to the office indicated by pay group. All fields are required.

Employee Name: _____ **EMPLID:** _____

Pay Groups Submitted to Human Resources

- A12 (Administrator Paid Monthly)
- AFM (Affiliate Organization Paid Monthly)
- B24 (Regular Classified, 37.5 Hours a Week, Paid Bi-weekly)
- B25 (Regular Classified, 40.0 Hours a Week, Paid Bi-weekly)
- D12 (Post Doctoral, Paid Monthly)
- F11 (Faculty, 10 Month Contract Paid Monthly)
- F12 (Faculty, 12 Month Contract Paid Monthly)
- F51 (Faculty Special, 10 Month Contract Paid Monthly)
- F52 (Faculty Special , 12 Month Contract Paid Monthly)
- P12 (Regular PNA, Paid Monthly)

Pay Groups Submitted to Payroll

- G12 (Graduate Teaching Assistants, PT/Temp/Paid Monthly)
- H12 (House Staff, Paid Monthly)
- L11 (Contract Lecturers, Paid Monthly)
- L12 (Lecturers, Paid Monthly)
- S26 (Student Workers, P/T, Temporary, Paid Bi-weekly)
- T12 (Temporary/Casual Workers, Paid Monthly)
- T26 (Temporary/Casual, Paid Bi-weekly)

Additional Instructions or Comments:

Department Authorization (Required) _____ Phone & Email _____ Date _____

Dean/VP Authorization ** _____ Phone & Email _____ Date _____

*** Department Chairs and Directors may approve salaries up to the mid-point of the salary range for new hires or up to the percentage differential between grades on promotions and reclassifications. Deans/VPs must approve salaries above the midpoint of the salary range, in excess of the percentage differential between grades on promotions and reclassifications, and all in-range adjustments.*

NOTE:

Form I-9 (Eligibility to Work) must be completed within the first three days of work from the Assignment Start Date. Employees assigned to Federal contracts with the FAR e-verify clause must participate in e-verify through HR. All other employees may complete a paper I-9 in the home department.

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HR – Reviewed By: _____ Date _____ Payroll – Processed By: _____ Date _____