

What Action Do You Want to Take	Use This eForm
<i>Hire or Re-Hire Employee</i> The Add New Assignment form is used to assign an employee to a position. This includes new hires and rehires.	Add New Assignment
<i>Reappoint Active Faculty Member for New Term</i> The Add New Faculty Contract form is used to create a new contract or update an existing Faculty contract. Contracts are used to pay Faculty salary, or contracted amount, within a specified date range. This form will be used to	Add New Faculty Contract
<i>Transfer Employee to a Different Position</i> The Transfer Within Institution form is used to transfer an employee from one position to another within the same department or institution, without a break in service.	Transfer Within Institution
<i>Request a Salary Change</i> The Pay Rate Change form is used to process a salary change for an existing employee.	Pay Rate Change
<i>Create a New Position</i> The New Position Request form is used to create a new position for your department.	New Position Request
<i>Change/Modify a Current Position</i> The Modify Position form is used to change the attributes on a vacant or filled position (i.e. Reports To change, Reorganization, Reclassification, Inactivate/Activate a Position, Transfer a Position, etc.).	Modify Position
<i>Make Position Funding Changes</i> The Funding Change eForm is used to update the funding source on a position. Funding can be split between multiple Cost Centers and/or Projects.	Position Funding Change
<i>Request Additional Pay, e.g., Salary Supplements, CDA, etc.</i> The Additional Pay form is used to request payment outside of an employee's base salary. In addition, you may use this form to cancel or change an existing payment. Additional Pay includes Supplements, Special Assignments,	Add/Change Additional Pay
<i>Termination of Employment</i> The Employee Termination form is used to end an employee's employment with the University. This form will terminate all existing job records for the employee.	Employee Termination
<i>End Secondary Assignment(s) - should not be used to terminate employment</i> The End Assignment form is used to end a single or multiple assignments for an employee (i.e. student, non-tenured faculty, etc.).	End of Assignment(s)
<i>Retirement</i> The Employee Retirement form is used for employee's retiring from the University. If the employee has multiple positions, this form will retire all job records for the employee.	Employee Retirement
<i>Report Leave of Absence (For Faculty ONLY)</i> The Leave of Absence form is used to place an employee on paid or unpaid leave (e.g. Academic Development Leave, Administrative Leave, and Emergency Leave).	Leave of Absence Request
<i>Report Return from Leave of Absence (For Faculty ONLY)</i> The Return from Leave form is used to return an employee from a paid or unpaid leave of absence (e.g. Academic Development Leave, Administrative Leave, and Emergency Leave).	Return from Leave of Absence