



Carbondale Campus End User Instructions

FORM – Change of Assignment, Title or Conditions of Assignment for Faculty and Administrative/Professional Staff

Use: To change the status of a member of the faculty or administrative/professional staff. Human Resources will use information on this form to update appointment information in the AIS Human Resource Information System (HRMS).

Access: Obtain necessary form(s). Electronic forms are available through the eforms website **eforms** (<http://eforms.siu.edu/siuforms/info/hro3010.html>)

Instructions: Complete the form using the following instructions. (Unless noted, all fields are **REQUIRED**.)

General Information Section:

Costing Form Required?

Indicate whether the transaction involves a change in costing or costing distribution.

Name

Appointee's last, first and middle names.

Employee ID

Employee's ID Number.

Effective Date(s) for Change

Beginning Date

The beginning date of the change. (Date Format DD Mmm YYYY)

Ending Date

The ending date of the change. If the change is from a Continuing to a Term Appointment Type, the end date is the ending date of the term appointment and the appointment does not revert back to Continuing. The ending date should be left blank if the change is continuing. (Date Format DD Mmm YYYY)

Mailcode

Mailcode where the appointee will receive campus mail in the recommended status.

Campus Phone

Campus phone number of the appointee in the recommended status.

Appointment Information Section:

The boxes in the Present Status Column apply to the individual's current appointment. The boxes in the Recommended Status Column apply to the individual's proposed appointment. Both the Present Status Column and the Recommended Status Column should be filled out completely, except when the individual is going on leave or returning from leave. For an individual going on leave, fill the Present Status Column out completely and leave the Recommended Status Column blank. For an individual returning from leave, fill the Recommended Status Column out completely and leave the Present Status Column blank.

Special Note

There is space on the form to change the status of an individual with two paid positions.

Position ID 1 & 2

The unique AIS HRMS identifier for the paid position(s) to which the individual is/will be appointed. Position ID 1 should be the appointee's primary assignment.

Rank or Title (Job)

Faculty rank or administrative title of the position to which the individual is/will be appointed.

Department (Organization)

Name of the department where the appointee is/will be employed.

Building (Location)

Building of the appointee's office or workspace.

Room

Room number of the appointee's office or workspace.

Included In IEA Faculty Bargaining Unit?

Mark whether the position is covered by the IEA faculty collective bargaining agreement.

Appointment Type

Mark whether the appointment is/will be continuing or term.

Salary Basis

Indicate the salary basis for the position.

- Fiscal (12 month)
- Academic (standard 9 month)
- Academic Prorate (prorate 9 month)

Percentage of Time (FTE)

Percentage of time the appointee is/ will be working per week.



Full-time Equivalent Monthly Salary

Full-time monthly equivalent of the appointee's salary. HRMS will calculate the actual rate by multiplying the full-time equivalent salary by the FTE.

Non-Paid Assignments Section: There is space on the form to change the status of an individual with two non-paid assignments.

Position ID 3 & 4

The unique AIS HRMS identifier for the non-paid position(s) to which the individual is/will be appointed.

Rank or Title (Job)

Faculty rank or administrative title of the non-paid position to which the individual is/will be appointed.

Department (Organization)

Name of the department where the appointee is/will be employed.

Appointment Type

Mark whether the appointment is/will be continuing or term.

Name

Leave blank. This will be filled in with the information provided on Page 1.

Employee ID

Leave blank. This will be filled in with the information provided on Page 1.

Reason for Change

Mark all reasons that apply to the change. Specify any other reason.

- Change of Salary
- Change of Title or Rank
- Change of Department
- Other (specify)
- Change from Term to Continuing
- Change from Continuing to Term
- Change from Fiscal to Academic
- Change from Academic to Fiscal
- Change of FTE
- Hired in Another Position
- SURS Disability Leave
- Workers' Compensation Leave
- Educational Leave (Unpaid)
- FMLA (Unpaid)
- Medical Leave (Unpaid)
- Military Leave (Unpaid)
- Personal Leave (Unpaid)
- Return from Leave



Special Conditions Of Employment

Any special conditions that apply to this appointment.

Signature of Staff Member

Signature of the staff member and date signed. (Date Format DD Mmm YYYY)

Administrative Approvals Section:

Chair/Fiscal Officer

Signature of Chair/Fiscal Officer and date signed. (DD Mmm YYYY)

Dean/Director

Signature of Dean/Director and date signed. (DD Mmm YYYY)

Vice Chancellor/Provost

Signature of Vice Chancellor/Provost and date signed. (DD Mmm YYYY)

Other Administrative Approvals

Signature of any other administrators whose approval is required and date signed. (DD Mmm YYYY)

Chancellor

Signature of Chancellor and date signed. (DD Mmm YYYY)

President

Signature of President and date signed. (DD Mmm YYYY)

Date Appointment Was Ratified by Board of Trustees

Leave blank. This date is entered by Human Resources.

Special Notes:

Any change of assignment, title or conditions of assignment involving a change in costing requires an *Assignment Costing* form, indicating the source(s) of funds for the appointment. If the only condition of assignment that is changing is the costing, the *Assignment Costing* form is the only form required to implement the change; no *Change of Assignment, Title or Conditions of Assignment for Faculty and Administrative/Professional Staff* is required to implement a costing change.

The *Change of Assignment, Title of Conditions of Assignment for Faculty and Administrative/Professional Staff* cannot be used to extend a term appointment. An additional appointment may be given using the *Notice of Faculty or Administrative/Professional Staff*.

If an ending date is specified, the employee's status will revert back to the present status close of business on the ending date unless the ending date is also the ending date of the appointment.

The information needed to complete the present status section is included in the appointee's most recent *Notice of Faculty or Administrative/*



Professional Staff Appointment and/or Change of Assignment for Faculty or Administrative/Professional Staff.

There is space on the form to change the status of an individual with two paid positions and two non-paid positions. No individual can be changed to a status exceeding 100% time. Position ID 1 should be the appointee's primary assignment. Any given position can be paid from multiple sources.

The form should specify only the full-time monthly equivalent of the salary for the position and the percentage of time for the appointment. For part-time appointments HRMS calculates the actual monthly salary based on these two figures. The system also calculates the distribution of charges to accounts.

Signature requirements vary from responsibility area to responsibility area. Consult with your responsibility area head to determine signature requirements.

The hiring unit should maintain a copy of the completed *Change of Assignment, Title or Conditions of Assignment for Faculty or Administrative/Professional Staff*. After all signatures have been obtained, Human Resources will forward a copy of the form to the appointee as official notification of the change of assignment, title or conditions of assignment.

Routing:

Print this form, acquire the appropriate signatures, and mail it to: Human Resources, MC 6520.