



Carbondale Campus End User Instructions

FORM – Change of Assignment, Title or Conditions of Assignment for Civil Service Staff

Use: To change the status of civil service employee. Human Resources will use information on this form to update appointment information in the AIS Human Resource Management System (HRMS).

Access: Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* <http://eforms.siu.edu/siuforms/info/hro5010.html>

Instructions: Complete the form using the following instructions. Unless noted, all fields are required.

General Information Section:

Costing Form Required?

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

Name

The last, first and middle name of the appointee.

Employee ID

The appointee's employee ID number.

Effective Date(s) for Change

Beginning Date Beginning of the change. (Date Format DD Mmm YYYY)

Ending date for change (if applicable)

Ending date of the change. The ending date should be left blank if the change is continuing. (Date Format DD Mmm YYYY)

Mailcode

The mailcode where the appointee will receive campus mail in the recommended status.

Campus Phone

The 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

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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.

- Position ID* The unique AIS HRMS identifier for the position(s) to which the individual is/will be appointed.
- Classification (Job)* Classification 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.
- Appointment Type* Civil service appointment type of the position.
- Permanent and continuous
 - Contract
 - Temporary
 - Apprentice
 - Trainee
 - Learner
 - Extra Help
 - Other (specify below)
- Union Name, Local No., and Bargaining Unit* Union information for positions covered by a collective bargaining agreement.
- Salary Basis* Enter the salary basis for the position.
- Monthly exempt
 - Monthly nonexempt
 - Fiscal standard rate (37.5 hour week)
 - Fiscal forty rate (40 hour week)
 - 8 month flex year (8/16-12/15 and 1/16-5/15)
 - 9 month flex year (8/16-5/15)
 - 10 month flex year (8/1-5/31)
 - Fiscal prevailing rate
- Percentage of Time (FTE)* Percentage of time the appointee is/will be working per week.



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Full-time Equivalent Monthly Salary or Hourly Rate

Indicate the full-time monthly equivalent of the appointee's salary or the appointee's hourly rate of pay and mark whether the figure is a monthly or hourly rate. HRMS will calculate the actual rate by multiplying the full-time equivalent salary by the FTE.

Reason for Change

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

- Change of salary
- Change of classification
- Change of salary basis
- Change of FTE
- Change of appointment type
- Seasonal layoff
- Regular layoff
- Extend flex year appointment
- Exercising retreat rights
- Extend extra help position
- SURS disability leave
- Workers' Comp. leave
- Educational leave (unpaid)
- FMLA (unpaid)
- Medical leave (unpaid)
- Military leave (unpaid)
- Personal leave (unpaid)
- Return from leave
- Other (specify)

FLSA

Mark whether the position is exempt or nonexempt under the Fair Labor Standards Act status of the position, based on the job duties of the position for the recommended status.

Probationary Period

For a change of classification only, mark whether the length of the probationary period to be served by the appointee in the classification of the recommended status is six months or twelve months.

NPRE

Mark whether the classification of the recommended status is:

- Range
- Negotiated
- Prevailing
- Established

Other Terms and Conditions of Employment



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Specify any special terms and conditions of employment applicable to the recommended status.

Rate includes uniform allowance of

Check the box if the rate includes a uniform allowance and if so, the amount of the uniform allowance.

Residency required for the convenience of the University

Check the box if the individual is required to reside at the work site for the convenience of the University.

Other(specify) Specify any other terms or conditions that apply to this appointment.

Rate includes shift differential of

Check the box if the rate includes a shift differential and if so, specify the amount or percent of the differential.

Name of Supervisor Name of the person who will directly supervise the appointee in the position for the recommended status.

Employee Signature

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.

Dean/Director Signature of Dean/Director and date signed.

Vice Chancellor/Provost Signature of Vice Chancellor/Provost and date signed.

Other Administrative Approval

Signature of any other administrator whose approval is required and date signed.

Chancellor *Signature of Chancellor and date signed.*

President *Signature of President and date signed.*

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*



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Conditions of Assignment for Civil Service is required to implement a costing change.

All dollar amounts should be entered without the currency (\$) and three-digit grouping (,) symbols. These symbols will be inserted when you exit the field.

The *Change of Assignment, Title or Conditions of Assignment* is used to change an employee's classification, only if the change is occurring in the employee's current position. If the employee is being hired in a different position in the same department or in a position in another department, no *Change of Assignment, Title or Conditions of Assignment* is required. These changes will be made on the basis of the *Notice of Civil Service Appointment* to the other position. A *Change of Assignment, Title or Conditions of Appointment* is not required when an employee resigns. The employee will be removed from his/her position on the basis of the *Resignation/Separation* form.

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

The information needed to complete the present status section is included in the appointee's most recent *Notice of Civil Service Appointment*. For any change in classification, information for the recommended status will be provided in the letter from Human Resources that informs the department of the reclassification/reallocation of the position. The following additional information applicable to the recommended status will also be included in that letter: Fair Labor Standards Act status, length of probationary period, whether the position is range, negotiated, prevailing or established and any other terms and conditions of employment that apply.

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 Civil Service 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.