

CHANGE OF STATUS AUTHORIZATION GUIDELINES

This form is to be used for changes of status of current employees and reappointment of employees in temporary EAP positions. This form is NOT to be used for a) students, b) support staff, c) initial employee appointments, d) reappointment of faculty, or e) EAP reclassifications.

Payroll Information

If the employee begins after the beginning of the semester or after the first of a month, the pay will be pro-rated by the Payroll Office based on the effective date of employment. If the pay is not to be prorated, check the "no" box.

Definitions

A Reappointment of Temporary EAP Position is for an EAP employee continuing university employment with no break in service, (e.g., continuing current position that is grant funded). All necessary forms and credentials should already be on file in Human Resources, the appropriate VP office, and Payroll.

Assignment of Additional Duties is usually for acting or interim positions where the employee is temporarily paid a stipend for the additional duties and responsibilities for a specific period of time.

Educational Status refers to the completion of the terminal degree for tenure-track faculty. An increment will be added to the base salary. (See Section IV-2, in the *ISU Handbook*.)

Other—refers to changes of status other than those listed above. They could include a transfer to another department, a change in work period (e.g., from fiscal to academic year appointment), change in FTE, or other actions that are not the result of a search but the base salary is affected.

Rate of Pay

A stipend is an amount paid to an employee for a specific period of time and is not subject to benefits.

A salary increment is an amount that is added to an employee's base salary and is subject to benefits.

Process Flow

1. Chairperson or Department Head – Approval Signature
2. Dean or Administrator – Approval Signature
3. Grants (if applicable) – Approval Signature
4. VP – Approval Signature
5. Employee – Acceptance letter returned to the VP.
6. Human Resources – Verification
7. Payroll - Payment