

Miscellaneous Personnel Actions
(e.g., stipends, supplements, salary changes, departmental changes, etc.)

Department	The Change of Status Form (found on HRs web site http://www.indstate.edu/humres/docs/change_of_status_authorization_form_for_Exempt_Faculty.pdf) is used for stipends, supplements, other salary adjustments, changes in department and titles, etc. When completed it should be routed through the Dean's Office and then delivered to Academic Affairs. NOTE: All personnel actions involving a change in pay or status require the completion of a Change of Status Form.
Academic Affairs	PASS Form is prepared and taken to HR; informational letter notifying the faculty of the change is prepared and sent to the faculty member and electronically to the dean, chair, business affairs, and staff benefits.