

INDIANA STATE UNIVERSITY



Change of Status

(See Guidelines for Change of Status)

CURRENT STATUS

Exempt Staff Faculty

University ID _____ Position Number _____

First Name _____ Middle Name _____

Last Name _____

Position Title _____

Department _____

Person Completing Form _____ Extension _____

REASON FOR CHANGE IN STATUS

Reappointment of Temporary Exempt Staff Position Start Date _____ End Date _____

Assignment of Additional Duties Start Date _____ End Date _____

Educational Status (terminal degree earned) Effective Date _____

Other Description of Change (Or Attach MOU - Memo of Understanding) _____

CHANGE OF STATUS

Change of Title _____

(Attach supporting documentation)

Exempt Staff Faculty

Stipend \$ _____ per _____ Or Salary Increment \$ _____ Index _____

New Base Salary \$ _____ Org _____

Prorated Yes No (Payroll will prorate pay based upon effective date) Acct _____

Comments: _____

I APPROVE THE APPOINTMENT OF THE ABOVE INDIVIDUAL AND VERIFY THAT ALL THE DATA IS CORRECT

X _____
Department Chairperson Signature Date

X _____
Dean or Other Administrator Signature Date

X _____
Grant & Contracts Signature Date

X _____
Vice President Signature Date

OFFICIAL USE ONLY

Account Code _____	Human Resources _____
E-Class _____	Benefits _____
Position No. _____	I-9 Received _____
Pay Grade _____	FTE _____

CHANGE OF STATUS AUTHORIZATION GUIDELINES

This form is to be used for changes of status of current employees and reappointment of employees in temporary exempt status positions. This form is NOT to be used for a) students, b) non-exempt staff, c) initial employee appointments, d) reappointment of faculty, or e) exempt staff 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 pro-rated, check the "no" box.

Definitions

A Reappointment of Temporary Exempt Staff Position is for an exempt staff 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.

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