

Completing a Staff Transaction Form

EMPLOYEE/JOB INFORMATION:

This section is preprinted and does not have to be completed by department. If there appears to be a discrepancy in this section, please contact the HRIP/HRI S office at 7-3622.

TRANSACTION INFORMATION:

<u>Effective Date of Transaction:</u>	MUST always be completed! If date is not completed, form processing will be delayed! ⇒ If separating an employee from the University, the Effective Date is the last date of employment.
<u>Appointment Extension:</u> Used to extend a terminal appointment	⇒ See "Projected Last Date of Employment" in the EMPLOYEE/JOB INFO section for current appointment end date
<u>Pay Change:</u> Used to change pay for special circumstances	⇒ Select the correct pay change option & provide new pay ⇒ "Off Probation" is used only for Bargaining Unit employees ⇒ If the "Other" box is selected, you MUST explain the reason for a pay change in the REMARKS section ⇒ Temporary changes in FTE/Hours are made here. The new FTE must be completed.
<u>Leave of Absence (LOA):</u> Used to put an employee on leave	⇒ Select the correct LOA box ⇒ A completed LOA form must be filed with the BENEFITS office ⇒ The "Acting in Another Position" reason is no longer used ⇒ If the Projected Return Date is known, complete date here
<u>Return from LOA:</u>	⇒ This box (along with the Effective Date) is used when returning an employee from any type of LOA
<u>Separation:</u> Used to separate an employee from the University	⇒ Select ONLY ONE terminating reason ⇒ If unsure of which reason to use, call your HR Analyst ⇒ You do NOT need to use this if the employee is promoting/transferring to another position.
<u>Suspension (no pay):</u>	⇒ Use for no-pay suspensions one week or longer

REMARKS:

Please make liberal use of this section to explain transaction information.

AUTHORIZING SIGNATURES:

The Department Manager/Supervisor signs the form first.
⇒ The Signature Boxes are numbered to indicate the required signing & routing sequence.
⇒ Each office is responsible for forwarding the form to the next office.

A new Staff Transaction form will be sent to you with updated employee information once the transaction data is entered. Please keep the most current Transaction form for future use.