

1 Requisition # _____ 2 **▶ Choose an item Status Form**

All fields marked with a "▶" are mandatory and must be completed.

PLEASE COMPLETE THIS SECTION: BASIC INFORMATION - ALL FIELDS REQUIRED

Name: _____ Employee ID: _____

3 College/Division: _____ 4 Reports to: _____

ACTION TYPE

5a ▶ Action: (choose one) _____ 5b ▶ Reason: (choose one) _____

6 Job title: _____ 7 Position: 9 MO 10 MO 12 MO

8 If Faculty: Non Tenure Track Tenure Track Tenured
If this is a replacement, indicate the name of the employee being replaced: _____ 9 Motor Vehicle Record Required (MVR)

10 ▶ Employment Status: _____ 11 Hrs./week: _____ 12 Length of temp. assignment: _____

13 ▶ Payment Amount: _____ 14 ▶ Pay type: _____ 15 Total Payment: _____

Effective date for action: _____ Action end date: _____ No End Date:

ACCOUNTING CODE

16	Account:	Fund:	Department:	Program:	Class:	Grant:

403b ineligible? If so, explain:

17 **ADDITIONAL COMMENTS - PLEASE PROVIDE ANY INFORMATION THAT MAY BE USEFUL**

For HR Use

Position #	Job Code	FLSA Status
AUTHORIZATION		

Supervisor or Department Head	Date	Human Resources	Date
Vice president/Dean/Executive Director	Date	Provost	Date

1. Requisition # - If the position went through the PRC process, this number would be in the PRC approval email.

2. Select Staff or Faculty from drop down to indicate whom the status form is for.

3. College/Division – Select appropriate college/division from drop down.

4. Reports To – This would be the person responsible for approving time off, hours, and completing their performance review (if applicable).

5. Action/Reason Definitions (Select the one that best fits circumstance):

- Data Change – Account Code Table Change – this is used when Faculty/Staff budget accounts with Finance needs to be changed
- Hire – Additional Job – should be used when Faculty/Staff is being hired into an additional job
- Hire – Hire – should be used when Faculty/Staff are being hired
- Hire – Temporary Assignment – should be used when Faculty/Staff are being hired for a temporary job (they will be working this job for six months or less)
- Leave of Absence – Paid Leave- Used when an employee goes out on leave and will still be paid whether using time-off, income protection, or short term disability
- Leave of Absence – Unpaid Leave- Used when an employee goes out on leave and is not going to receive any pay
- Leave of Absence – Sabbatical Leave- Used when a Faculty member is on hiatus from teaching and is working on an additional study/project in their teaching field
- Pay Rate Change – Additional Responsibilities- Used when there is a substantive increase in scope and/or complexity of the job. **Note:** Such an increase may not be justified solely on the basis of increased work volume.
- Pay Rate Change – Contract Renewal – only used for Faculty; used when rate is increased due to a Faculty's contract renewal
- Pay Rate Change- Equity Adjustment- Used when employees in the same position/job family or role are performing very similar work with a similar level of competence to those who have a higher rate of pay and the pay discrepancy has no apparent justification
- Pay Rate Change – Reduced Workload- This is a reduction in FTE; a decrease in workload where the employee works less than 37.5-40 hours per week (depending on position)
- Position Change – Department Change- Used when a position should now be paid out of a different org/account/fund
- Position Change – Job Reclassification- Recognition through evaluation that a position should be in a different job family, level and or/ salary grade; a reclassification can be upward, downward, or sometimes lateral
- Position Change – Reports To Change- Used when a position changes the position it now reports to (this should be the person who would approve any time-off and complete the employee's performance review)

- Position Change – Title Change- Used when there is a change in the working title, but duties and job code/family remain the same
- Promotion – Promotion and Tenure – only used for Faculty; should be used
- Rehire – Contract Renewal – only used for Faculty; should be used when a Faculty is rehired due to a contract renewal
- Rehire – Rehire – Used if a staff member has worked at Butler previously and is rehired into a position
- Retirement – Normal Retirement- Used when an employee has 15 years of service and is terminating
- Termination – Dissatisfied with employment- Used when an employee expressed dissatisfaction with the nature of work and/or the work environment including supervision
- Termination – End Adjunct Assign and Access – Used if Adjunct is terminating and system access should be removed immediately
- Termination – End of Adjunct Assignment- Used when an Adjunct’s assignment has ended but they still need system access
- Termination – End of Appointment/Assignment- Used when the appointment has a fixed duration that has ended
- Termination – End of Stipend- Used when a stipend should no longer be active and paid
- Termination – Job Abandonment- Used when an employee did not provide a termination notice and stopped coming to work for at least 3 days
- Termination – Resignation- Used when an employee provided notice that they will be leaving employment from the University
- Transfer – Full-Time to Part-Time- Used when an employee changes classification to working less than 37.5-40 hours a week (depending on position)
- Transfer – Part-Time to Full-Time- Used when an employee changes classification to working 37.5 hours or more a week (depending on position)
- Transfer – Temporary to Regular position- Used when an employee is transferring into a regular position and is no longer classified as a temporary employee
- Transfer- Department change- Used when a position transfers from one department to another

6. Job Title- This would be the title that would display in Outlook and the Directory.

7. Position- Check the corresponding box to indicate the length of this position, particularly for faculty contracts. If full-time staff, please leave blank.

8. If Faculty- Faculty use only- check the appropriate box to indicate the type of contract.

9. Motor Vehicle Record Required (MVR) – check this box if the Faculty/Staff is required to drive for their job.

10. Employment Status Definitions (Select one that best fits circumstance)

- Employment Status – Full-Time – should be used when Faculty/Staff work 37.5 hours a week or more
- Employment Status – Part-Time – should be used when Faculty/Staff work less than 37.5 hours a week but is a regular employee with set hours
- Employment Status – Temporary – should be used when Faculty/Staff position is not a permanent position
- Employment Status – Occasional – should be used when Faculty/Staff position works on an as needed basis and does not have set hours

11. Hrs./Week – List how many hours per week the employee is scheduled to work.

12. Length of temp assignment - Should be completed when Employment Status – Temporary is selected and should list the anticipated length of time of the position.

13. Payment Amount – list the payment amount based on the pay type (see Pay Type definitions – ex. \$12.50 Per Hour or \$1,500 Per Month).

14. Pay Type Definitions (Select one that best fits circumstance)

- Pay Type–Per Hour/Non-exempt– should be used if position is an Hourly Non-Exempt position
- Pay Type–Per Month/Exempt – should be used if position is an Exempt Salaried position
- Pay Type – One-Time Pay – should be used if the payment is a one-time occurrence for a bonus, project, etc.
- Pay Type – Stipend – should be used if the payment is for an ongoing assignment for additional responsibilities/project, etc.

12. Total Payment – Complete if submitting status form for a stipend being paid over multiple months; the total amount should equal a specific dollar amount.

16. Accounting Code section – Needs to be completed if selected Data Change – Account Code Table Change for Finance to update budget data for position.

17. 403b ineligible – Check if you believe compensation is ineligible for 403b match and provide explanation why it is not eligible.