



Williston State College Personnel Change Form

Employee Name: _____ **Position Title:** _____
First Last

Employee ID# _____ **Record #** _____ **Position #** _____

Effective Date: _____ *Note: Effective date for hiring and pay rate changes cannot be prior to approved by dates below*

Reason for update:

- New Hire**
- Rehire** Completion date of background check: _____
- Funding Update**
- Internal Position Change/Title Change**
- Pay Rate Change** New Salary Amount \$ _____ /Annual

Note, employees are not eligible for pay increase until satisfactory completion of 6-month probation. Submit 6-month review to HR office.

- Resignation**
- Termination** Last day of work: _____

Pay Group: (complete this section for new, rehires, or position changes only)

- FT W/Benefits**
- PT W/Benefits** % FTE or hours/week _____
- PT Temporary** (Less than 20 hours per week with no benefits)
- Student Assistant** (Funded 100% by your department)
- Federal Work Study** (Funded 25% by your dept and 75% by federal money)

Pay Type: **12-month Salaried** \$ _____ annual

Contract Salaried \$ _____ length of contract

employee chooses to be paid over length of contract employee chooses to be paid over 12 months

(If no clear months away from campus, employee is not eligible for contract pay. Use 12-month Salaried and adjust the FTE)

9-month contract 10-month contract 11-month contract

list month(s) absent from campus _____

Hourly \$ _____ /per hour **Adjunct** *(payment requested thru adjunct/overload spreadsheet)*

Funding Source: (Combo Code) _____ fund / department / project /program code %

_____ fund / department / project /program code %

Approved by:

Department Head _____ **Date:** _____

Director for HR _____ **Date:** _____

Controller _____ **Date:** _____

Chief Financial Officer _____ **Date:** _____

Please submit to the business office to obtain all signatures in the order listed

Return completed form to Director for HR

[Business Office/HR use only]	<input type="checkbox"/> DBT updated	<input type="checkbox"/> Spreadsheet updated	<input type="checkbox"/> Job Data updated
	<input type="checkbox"/> Data Privacy	<input type="checkbox"/> Assign Operator Roles	<input type="checkbox"/> T & E Updated
	<input type="checkbox"/> Termination in MSS		05/20