

MOTT COMMUNITY COLLEGE

Employee Transaction Form

Name JULIE JONES Employee ID 0077001

TRANSACTION TYPE	
<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Job Change/Reclassification <input type="checkbox"/> Title Change <input type="checkbox"/> Additional Assignment <input type="checkbox"/> Dept/Location Change <input checked="" type="checkbox"/> Account No. Change <input type="checkbox"/> Salary/Wage Change <input type="checkbox"/> Other Payment (Explain under Comments) <input type="checkbox"/> Leave of Absence (Paid) <input type="checkbox"/> Leave of Absence (Unpaid) <input type="checkbox"/> Termination (Specify Reason Type under Comments) <input type="checkbox"/> Other (Please specify) _____	
Effective/Start Date	End Date
<input type="text" value="07"/> <input type="text" value="01"/> <input type="text" value="06"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Comments <u>REORGANIZATION OF IS DEPARTMENT</u>	

CURRENT	NEW
Status: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Temporary Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/On-call/Contingent <input type="checkbox"/> Other _____	Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/On-call/Contingent <input type="checkbox"/> Other _____
Classification: <input type="checkbox"/> Exempt <input type="checkbox"/> Faculty <input type="checkbox"/> M&O <input type="checkbox"/> ProTech <input type="checkbox"/> PSO <input type="checkbox"/> Sec/Clerical <input checked="" type="checkbox"/> S&M <input type="checkbox"/> Non-Union	Classification: <input type="checkbox"/> Exempt <input type="checkbox"/> Faculty <input type="checkbox"/> M&O <input type="checkbox"/> ProTech <input type="checkbox"/> PSO <input type="checkbox"/> Sec/Clerical <input type="checkbox"/> S&M <input type="checkbox"/> Non-Union
Division/Department <u>MGMT INFO SYSTEMS</u>	Division/Department _____
Campus/Location <u>MAIN CAMPUS</u>	Campus/Location _____
Position Title <u>MANAGER - INFO STRATEGIES</u>	Position Title _____
Position Code (For HR Use) _____	Position Code (For HR Use) _____
Grade <u>6</u> Step <u>2</u>	Grade _____ Step _____
Salary, Hourly Rate, or Payment Amount \$ <u>61,811</u>	Salary, Hourly Rate, or Payment Amount \$ _____
FTE <u>1.00</u>	FTE _____
Account Number(s):	Account Number(s):
1) <input type="text" value="01"/> <input type="text" value="36000"/> <input type="text" value="21160"/> <u>100</u> %	1) <input type="text" value="01"/> <input type="text" value="36002"/> <input type="text" value="21160"/> <u>100</u> %
2) <input type="text"/> <input type="text"/> <input type="text"/> _____ %	2) <input type="text"/> <input type="text"/> <input type="text"/> _____ %
3) <input type="text"/> <input type="text"/> <input type="text"/> _____ %	3) <input type="text"/> <input type="text"/> <input type="text"/> _____ %
4) <input type="text"/> <input type="text"/> <input type="text"/> _____ %	4) <input type="text"/> <input type="text"/> <input type="text"/> _____ %
5) <input type="text"/> <input type="text"/> <input type="text"/> _____ %	5) <input type="text"/> <input type="text"/> <input type="text"/> _____ %
Comments _____	

FOR PAYROLL USE		
Retirement Code <input type="checkbox"/>	Retirement Class <input type="text"/>	Date of one-time payment <input type="text"/>
Entered by _____	Date _____	

Requesting Manager/Supervisor _____ Date _____
 Vice President/Executive Dean _____ Date _____
 Human Resources _____ Date _____