

# MOTT COMMUNITY COLLEGE

## Employee Transaction Form

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

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 type="checkbox"/> Account No. Change	<input type="checkbox"/> Salary/Wage Change
<input type="checkbox"/> Other Payment <i>(Explain under Comments)</i>	<input type="checkbox"/> Leave of Absence (Paid)
<input type="checkbox"/> Leave of Absence (Unpaid)	<input type="checkbox"/> Termination <i>(Specify Reason/Type under Comments)</i>
<input type="checkbox"/> Other <i>(Please specify)</i> _____	
Effective/Start Date	End Date
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Comments _____	

CURRENT	NEW
<b>Status:</b> <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 _____	<b>Status:</b> <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 _____
<b>Classification:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Faculty <input type="checkbox"/> M&O <input type="checkbox"/> ProTech <input type="checkbox"/> PSO <input type="checkbox"/> Admin Support <input type="checkbox"/> S&M <input type="checkbox"/> Non-Union	<b>Classification:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Faculty <input type="checkbox"/> M&O <input type="checkbox"/> ProTech <input type="checkbox"/> PSO <input type="checkbox"/> Admin Support <input type="checkbox"/> S&M <input type="checkbox"/> Non-Union
Division/Department _____	Division/Department _____
Campus/Location _____	Campus/Location _____
Position Title _____	Position Title _____
Position Code <i>(For HR Use)</i> _____	Position Code <i>(For HR Use)</i> _____
Grade _____ Step _____	Grade _____ Step _____
Salary, Hourly Rate, or Payment Amount \$ _____	Salary, Hourly Rate, or Payment Amount \$ _____
FTE _____	FTE _____
<b>Account Number(s):</b> 1) <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> _____ % 2) <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> _____ % 3) <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> _____ % 4) <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> _____ % 5) <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> _____ %	<b>Account Number(s):</b> 1) <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> _____ % 2) <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> _____ % 3) <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> _____ % 4) <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> _____ % 5) <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> _____ %
Comments _____	

FOR PAYROLL USE		
Retirement Code <input type="checkbox"/>	Retirement Class <input style="width: 20px; height: 20px;" type="text"/>	Date of one-time payment <input style="width: 20px; height: 20px;" type="text"/>
Entered by _____	Date _____	

Requesting Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Vice President/Executive Dean \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_