MOTT COMMUNITY COLLEGE

Employee Transaction Form

Name STEVEN SMITH Employee ID TBD

TRANSACTION TYPE

☑ New Hire ☐ Rehire ☐ Job Change/Reclassification ☐ Title Change ☑ Additional Assignment

☐ Dept/Location Change ☐ Account No. Change ☐ Salary/Wage Change ☐ Other Payment *(Explain under Comments)*

☐ Leave of Absence (Paid) ☐ Leave of Absence (Unpaid) ☐ Termination *(Specify Reason Type under Comments)*

☐ Other *(Please specify)* _____

Effective/Start Date 09 01 06 End Date ____ ____ ____

Comments ALSO PUT IN SUBSTITUTE & NON-INSTRUCTIONAL POSITIONS (SEE ACCTS BELOW)

CURRENT	NEW
Status: ☐ Full-time ☐ Temporary Full-time ☐ Part-time ☐ Temporary/On-call/Contingent ☐ Other _____	Status: ☑ Full-time ☐ Temporary Full-time ☐ Part-time ☐ Temporary/On-call/Contingent ☐ Other _____
Classification: ☐ Exempt ☐ Faculty ☐ M&O ☐ ProTech ☐ PSO ☐ Sec/Clerical ☐ S&M ☐ Non-Union	Classification: ☐ Exempt ☑ Faculty ☐ M&O ☐ ProTech ☐ PSO ☐ Sec/Clerical ☐ S&M ☐ Non-Union
Division/Department _____	Division/Department HUMANITIES
Campus/Location _____	Campus/Location MAIN CAMPUS
Position Title _____	Position Title DEN ENGLISH FACULTY
Position Code *(For HR Use)* _____	Position Code *(For HR Use)* _____
Grade _____ Step _____	Grade MA+00 Step 1
Salary, Hourly Rate, or Payment Amount $ _____	Salary, Hourly Rate, or Payment Amount $ 39,524
FTE _____	FTE 1.00
Account Number(s):	Account Number(s):
1) ____ ____ ____ ____ %	1) 01 42101 21030 100 %
2) ____ ____ ____ ____ %	2) 01 42101 21080 SUB %
3) ____ ____ ____ ____ %	3) 01 42102 21080 SUB %
4) ____ ____ ____ ____ %	4) 01 42101 21593 NONIN %
5) ____ ____ ____ ____ %	5) ____ ____ ____ ____ %

Comments _____

FOR PAYROLL USE

Retirement Code ☐ Retirement Class ____ Date of one-time payment ____ ____ ____

Entered by _____ Date _____

Requesting Manager/Supervisor _____ Date _____

Vice President/Executive Dean _____ Date _____

Human Resources _____ Date _____

White - Payroll *Yellow - HR* *Pink - Department*