

# MOTT COMMUNITY COLLEGE

## Employee Transaction Form

Name TYLER BAKER Employee ID 0012345

### 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

End Date

Comments \_\_\_\_\_

### CURRENT

- 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  
 Division/Department REA'S CASHIER  
 Campus/Location MAIN CAMPUS  
 Position Title CLERICAL TEMP  
 Position Code *(For HR Use)* \_\_\_\_\_  
 Grade N/A    Step N/A  
 Salary, Hourly Rate, or Payment Amount \$ 10.00  
 FTE N/A

- Account Number(s):
- |    |                                 |                                    |                                    |         |
|----|---------------------------------|------------------------------------|------------------------------------|---------|
| 1) | <input type="text" value="01"/> | <input type="text" value="59000"/> | <input type="text" value="21420"/> | _____ % |
| 2) | <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"/>               | _____ % |
| 5) | <input type="text"/>            | <input type="text"/>               | <input type="text"/>               | _____ % |

Comments \_\_\_\_\_

### NEW

- 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  
 Division/Department \_\_\_\_\_  
 Campus/Location \_\_\_\_\_  
 Position Title \_\_\_\_\_  
 Position Code *(For HR Use)* \_\_\_\_\_  
 Grade \_\_\_\_\_    Step \_\_\_\_\_  
 Salary, Hourly Rate, or Payment Amount \$ 11.00  
 FTE \_\_\_\_\_

- Account Number(s):
- |    |                      |                      |                      |         |
|----|----------------------|----------------------|----------------------|---------|
| 1) | <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"/> | _____ % |
| 4) | <input type="text"/> | <input type="text"/> | <input type="text"/> | _____ % |
| 5) | <input type="text"/> | <input type="text"/> | <input type="text"/> | _____ % |

### FOR PAYROLL USE

Retirement Code     Retirement Class      
 Entered by \_\_\_\_\_    Date

Requesting Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 Vice President/Executive Dean \_\_\_\_\_ Date \_\_\_\_\_  
 Human Resources \_\_\_\_\_ Date \_\_\_\_\_