

MOTT COMMUNITY COLLEGE

Employee Transaction Form

Name FRANK FARMER Employee ID 0051515

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 RESIGNATION

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 checked="" 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	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>CUSTODIAL OPERATIONS</u>	Division/Department _____
Campus/Location <u>MAIN CAMPUS</u>	Campus/Location _____
Position Title <u>CUSTODIAN</u>	Position Title _____
Position Code (For HR Use) _____	Position Code (For HR Use) _____
Grade <u>2A</u> Step <u>1</u>	Grade _____ Step _____
Salary, Hourly Rate, or Payment Amount \$ <u>17.31</u>	Salary, Hourly Rate, or Payment Amount \$ _____
FTE <u>1.00</u>	FTE _____
Account Number(s): 1) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ % 2) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ % 3) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ % 4) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ % 5) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ %	Account Number(s): 1) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ % 2) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ % 3) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ % 4) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ % 5) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ %
Comments _____	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 _____