**BUFFALO STATE**

**CURRENT EMPLOYEE CHANGE FORM**

|  |  |
| --- | --- |
| Salutation | Last Name, First Name, Middle Initial      |
| Department      | Supervisor / Campus Address      |
|  | **CURRENT****(complete all fields for current employee)** | **NEW****(only complete fields that are changing)** |
| Budget Title |       |       |
| Local Title |       |       |
| Rank or Grade |       |       |
| Line Number |       |       |
| % of Time / FTE |       |       |
| Total Credit Hours or Credit Hour Equivalent\*\*\* |       |       |
| Salary |       |       |
| Pay Mode |  |  |
| Professional Obligation\* |  |  |
| Number of Courses |       |       |
| Account Title |       |       |
| Account Number |       |       |
| Payroll Expense Type | [ ]  Personal Service (PS)[ ]  Temporary Service (TS) | [ ]  Personal Service (PS)[ ]  Temporary Service (TS)If TS, expected total compensation =       |
| Source of Funds if Salary Increase Recommended |  | Specify Account #, PS/TS/OTPS, and/or Line # if applicable:       |

|  |  |  |  |
| --- | --- | --- | --- |
| Effective Date: |       | Expiration Date: |       |

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| **RECOMMENDATION:** Check the appropriate box ***and*** select a reason from the drop-down menu. |
| **APPOINTMENT:** | **[ ]**  |
| **LEAVE:**  | **[ ]**  |
| **SEPARATION:**  | **[ ]**  |
| **COMPENSATION: \*\***  | **[ ]**  |
| **GRADUATE FACULTY STATUS:** | [ ]   |
| **REASON / EXPLANATION:** |       |
| \* If **College Year** obligation is selected, specify obligation dates.\*\*Ifextra serviceis provided at Buffalo State, list the salary, account title, and number. \*\*\*Required field for part-time faculty. This number determines eligibility for health insurance. Your signature certifies the number is accurate.Resources to complete this form is available at http://hr.buffalostate.edu/hrm-procedures-manual or call HRM at ext. 4822. |

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| 1. Supervisor/Department Head/Chair      |  | Date      |  | 4. Financial Management (FM)      |  | Date      |
| 2. Dean/Director/AVP      |  | Date      |  | 5. Human Resource Management      |  | Date      |
| 3. Provost / Vice President / CIO      |  | Date      |  | 6. President      |  | Date      |
| **Distribution:** Provost/VP, Supervisor/Dept Head/Chair, Dean/Director/AVP, Equity & Diversity, FM, HRM, Benefits, Payroll Rev 11/2023 |