Employee Data - Please complete all data for changes in status of current employee and forward to the human resources office.          Name::	Hampshire College Human Resources Change Form (Non-Faculty)
Last       First       Middle         Start Date or Effective Date (for changes)	
Position Title:	
Classification:          damnistrator - 6101    starf - 61201    lattern - 61303    Casual - 61401            Appointment Reason:       (please check all appropriate baces)            dafinitional Appointment    Demotion    Split CII Position (requires a form for each position)    Promotion    Re-Appointment    Change in Stalary    Change in Stalary    Change in General Ledger Number    (please tothcate eration for change)    dimension diplatments/change in solary:            dafinitional Appointment    Demotion    Evaluate Stalary    Change in General Ledger Number    (please tothcate eration for change)    dimension diplatments/change in solary:            dafinitional Appointment    Demotion    Evaluate Stalary    dimension required for promotion/ulplatments/change in solary:            dafinitional Appointment    Demotion    Evaluate Stalary    dimension required for prostion/subject.            dafinitional Appointment    Demotion    Evaluate Stalary (PBDS) (for person in position):            dafinitional Appointment    dafinition    daf	
Appointment Reason: (please check all appropriate bases)         Additional Appointment       Demotion       Split GL Position (requires a form for each position)       Promotion       Re-Appointment         Change in Title Only       Transfer       "Change in Salary       Change in General Ldger Number       (please indicate meason for change)         "Please indicate employee's current rate/udary - information required for promotions/udjustments/change in salary:       Annual Salary:       Annual Salary       (manthly employee)         FTE/Pay Grade/Work Schedule Data       Regular Salary (PBDS) (for position):	Position Title:
dddional Appointner          Change in Salary          Change in General Ledger Namber	
Hourty Rate:       Annual Salary:         (bi-weekly employee)       (monthly employee)         FTE/Pay Grade/Work Schedule Data       Regular Salary (PBDS) (for position):         Regular FTE (for person in position):       Current Salary (PWAG) (for person in position):         Budgeted FTE (fTE currently budgeted):       Budgeted Salary (XPOS/PBDI)(amount currently budgeted):         FTE: (Please check appropriate box if applicable: Should match current FTE)       PERFORMANCE EVALUATION SUPERVISOR         [] 10 - Full Time       [] 50 - Half Time       [] 58 Full Time/10.5 mos.       [] 57 - Full Time?       month       [] 57 - Full Time?       [] 50 - Untry Rate:       Annual Salary:         Pay Grade:       (f) (f) environ and charrent stalary)       (month) enployee - should match current salary)       Postion Type:       (f) environ and charrent salary)       (month) enployee - should match current salary)         Position Type:       (f) environ and content is annual Salary:       (month) enployee - should match current salary)       [] fon-tree         Postion Type:       (f) environ annuals, indicate employment period)       to       [] fon-tree       [] fon-tree         Funding Source:       General Ledger Account Number:       [] 80       [] 90       [] fon-tree	Additional Appointment       Demotion       Split GL Position (requires a form for each position)       *Promotion       Re-Appointment         Change in Title Only       Transfer       *Change in Salary       Change in General Ledger Number         Other/Comments
FTE/Pay Grade/Work Schedule Data       Regular Stary (PBDS) (for position):	Hourly Rate: Annual Salary:
Regular FTE (for position):       Regular Salary (PBDS) (for person in position):         Current FTE (for person in position):       Current Salary (PWAG) (for person in position):         Budgeted FTE (FTE currently budgeted):       Budgeted Salary (XPOS/PBDI)(amount currently budgeted):         FTE: (Please check appropriate bes if applicable. Should match current FTE) PERFORMANCE EVALUATION SUPERVISOR	
Current FTE (for person in position):	
Budgeted FTE (FTE currently budgeted):	
FTE: (Please check appropriate box if applicable. Should match current FTE)       PERFORMANCE EVALUATION SUPERVISOR            [1.0 - Full Time          [.8 - Half Time          [.8 - Full Time/10 mos.          [.7 - 20 hrs/wk          [.6 - week): Construction of the current salary in	
Pay Grade:       Hourly Rate:       Annual Salary:         (bi-weekk) employee-rate x annual hours should match current salary)       (monthly employee - should match current salary)         Position Type:       (f applicable)       12 month       10.5 month       9 month       9 month       Standard Dept. Work Week:       35       40       Other	
Position Type: (if applicable)       12 month       10.5 month       9 month       9 month       Standard Dept. Work Week:       35       40       Other	□ 1.0 - Full Time □.50 - Half Time □.88 Full Time/10.5 mos. □.83 - Full Time/10 mos. □.75 - Full Time/9 mos. □.57 - 20 hrs./wk □ Other
Employee's Scheduled Hours: 35 40 OtherEmployee's Daily Scheduled Hours: SUN MON TUES WED THUR FRI SAT   Employment Cycle: (if position type is less than 12 months, indicate employment period) to	Pay Grade:       Hourly Rate:       Annual Salary:         (bi-weekly employee—rate x annual hours should match current salary)       (monthly employee – should match current salary)
SUN MON TUES WED THUR FRI SAT   Employment Cycle: (if position type is less than 12 months, indicate employment period) to Funding Source: General Ledger Account Number: 80 90 0	
Funding Source: General Ledger Account Number: 80 90 0	Employee's Scheduled Hours: 135 140 1 Other Employee's Daily Scheduled Hours: SUN_MON_TUES_WED_THUR_FRISAT
Department Fund Name or Grant Name and Department:   Office Information (OFFI)   Building: Office :   Ext: Campus Mail Box:   Time Card Authorization - (as designated by the Business Office)   Please print     Supervisor   Authorization - REQUIRED SIGNATURES   Signatures and Dates required from:   Budget Manager/Supervisor   Date   Division Head   Date   Dir. of Budgets & Planning Date     Human Resources Processing   HR Recommendation:   Position ID#   Department Abbreviation   Object Code(3 digit)   Title Abbreviation   Pay Class	Employment Cycle: (if position type is less than 12 months, indicate employment period)       to
Office Information (OFFI)         Building:       Office :       Ext:       Campus Mail Box:         Time Card Authorization - (as designated by the Business Office)       Please print         Supervisor       Alternate Supervisor         Authorization - REQUIRED SIGNATURES         Signatures and Dates required from:         Budget Manager/Supervisor       Date         Division Head       Date         Dir. of Budgets & Planning         Human Resources Processing       HR Recommendation: Pay Grade:         Salary:         Position ID#	
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Supervisor Alternate Supervisor   Authorization - REQUIRED SIGNATURES   Signatures and Dates required from:   Budget Manager/Supervisor   Date   Division Head   Date   Dir. of Budgets & Planning Date   Human Resources Processing   HR Recommendation:   Pay Grade:   Salary:   Position ID#   Department Abbreviation   Object Code(3 digit)   Title Abbreviation   Pay Class   Pay Cycle	Time Card Authorization – (as designated by the Business Office) Please print
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Human Resources Processing       HR Recommendation: Pay Grade:       Salary:         Position ID#	
Position ID#       Department Abbreviation       Object Code(3 digit)       Title Abbreviation       Pay Class       Pay Cycle         Close Vacated Position?       YES       NO       Image: Comparison of the pay compay comparison of the pay comparison of the p	Budget Manager/Supervisor     Date     Division Head     Date       Dir. of Budgets & Planning     Date
Department Abbreviation Object Code(3 digit) Title Abbreviation Pay Class Pay Cycle Close Vacated Position? YES INO I	Human Resources Processing     HR Recommendation: Pay Grade:     Salary:
	Department Abbreviation Object Code(3 digit) Title Abbreviation Pay Class Pay Cycle

This document is confidential and should be treated accordingly.