



University of New Haven

NOTIFICATION OF EMPLOYEE STATUS

ACTION & STATUS	LINE	TODAY'S DATE	EFFECTIVE DATE	REASON				
	1							
A. ACTION	LINE	BANNER ID	EMPLOYEE'S NAME					
	2		FIRST	INITIAL	LAST			
01 <input type="checkbox"/> NEW HIRE	LINE	BASE PAY; HOURLY OR SALARY		DEPARTMENT NAME				
02 <input type="checkbox"/> RE-APPOINTMENT (No break in service)		NEW; OR CHANGE TO		NEW; OR CHANGE TO				
03 <input type="checkbox"/> RE-HIRE (Following termination)		\$ _____ } <input type="checkbox"/> ANNUAL \$ _____ } <input type="checkbox"/> PER WEEK \$ _____ } <input type="checkbox"/> PER HOUR						
04 <input type="checkbox"/> ADJUNCT NEW HIRE	3	SEMESTER PAYMENT FOR OVERLOAD, PART-TIME TEACHING						
05 <input type="checkbox"/> ADJUNCT REHIRE		TEACHING CREDITS	TOTAL TO BE PAID	COURSE NO	SECT	DEPT. NAME	BANNER INDEX	ACCOUNT NUMBER
06 <input type="checkbox"/> RETURN FROM LEAVE								
07 <input type="checkbox"/> CHANGE OF PAY								
08 <input type="checkbox"/> CHANGE OF POSITION								
09 <input type="checkbox"/> TRANSFER	LINE	PRESENT RATE: HOURLY OR SALARY		PRESENT DEPARTMENT				
10 <input type="checkbox"/> LEAVE WITHOUT PAY		\$ _____ } <input type="checkbox"/> ANNUAL \$ _____ } <input type="checkbox"/> PER WEEK \$ _____ } <input type="checkbox"/> PER HOUR						
11 <input type="checkbox"/> LEAVE WITH PAY (Sabbatical)								
12 <input type="checkbox"/> RETIREMENT	4	JOB TITLE		POSITION #	TOTAL HOURS PER WEEK	STATUS CODE		
13 <input type="checkbox"/> TERMINATION		NEW; OR CHANGE TO		NEW	NEW; OR CHANGE TO	NEW		
14 <input type="checkbox"/> ONE TIME PAY	5	PRESENT JOB TITLE		POSITION #	PRESENT HOURS	PRESENT STATUS		
15 <input type="checkbox"/> CHANGE OF STATUS								
16 <input type="checkbox"/> OVERLOAD	6	WOULD YOU RE-HIRE?						
17 <input type="checkbox"/> OTHER (Explain in "Comments" below)								
B. STATUS Check One	AUTHORIZATION							
01 <input type="checkbox"/> FULL-TIME REGULAR (More than 6 months)	VP FINANCE		DATE	DEPARTMENT HEAD		DATE		
02 <input type="checkbox"/> PART-TIME REGULAR (More than 6 months)	VP		DATE	DEAN/DIR.		DATE		
03 <input type="checkbox"/> FULL-TIME TEMPORARY (Less than 6 months)	PROV.		DATE	BUDGET DEPARTMENT/GRANT APPROVAL		DATE		
04 <input type="checkbox"/> PART-TIME TEMPORARY (Less than 6 months)	PRES.		DATE	HUMAN RESOURCES		DATE		
05 <input type="checkbox"/> ADJUNCT								
06 <input type="checkbox"/> P.I.R.								
07 <input type="checkbox"/> OTHER								

COMMENTS

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