

Log #: _____



Rensselaer

Position #: _____

(If Position number is "NEW" please attach documentation from the budget office.)

Employment Transaction Form

This form must be completed, **including signatures**, before any action regarding an employee's status can take effect.

Section I: Employee Information

Last Name

First Name

Middle Initial

RIN (Do not use SSN)

Section II: Transaction Information (ALL Information MUST be completed)

Start Date: _____		End Date: _____		Effective Date: _____		Effective Date: _____	
Hires:		Changes:		Leaves of Absence:		SEPARATIONS*:	
New Hire	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Leave Type:	_____	Voluntary	<input type="checkbox"/>
Re-Hire	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	LOA w/pay	<input type="checkbox"/>	Involuntary	<input type="checkbox"/>
Retiree Re-Hire	<input type="checkbox"/>	Salary Adjustment	<input type="checkbox"/>	LOA w/partial pay	<input type="checkbox"/>	Position Eliminated	<input type="checkbox"/>
Extension	<input type="checkbox"/>	Change in Work Schedule	<input type="checkbox"/>	LOA w/o pay & w/benefits	<input type="checkbox"/>	Retirement (Age 55+5 YOS)	<input type="checkbox"/>
		Title Change	<input type="checkbox"/>	LOA w/o pay & w/o benefits	<input type="checkbox"/>	Death	<input type="checkbox"/>
		Supervisor Change	<input type="checkbox"/>	Return from Leave	<input type="checkbox"/>	Discharged	<input type="checkbox"/>
		Other Type of Change	<input type="checkbox"/>				

Comments:

* **LAST DAY WORKED:**

* **SEPARATION DELEGATE NAME:**

Employee's Current Status

Proposed: New Hires, Re-Hires, Changes to Employee Status

Position Title

Department

Hours per Day

Hours per Week

Months per Year

Supervisor's Name

Position #

Position Title

Department

Hours per Day

Hours per Week

Months per Year

Supervisor's Name

Position #

Person Replacing

Position #

Pay Rate:

Per:

Hour

\$

Year (12 month)

Lump Sum

Academic Year

Contract Period

Pay Rate:

Per:

Hour

\$

Year (12 month)

Lump Sum

Academic Year

Contract Period

Section III: Position and Labor Distribution Information

Fund	Org.	Account	Program	Activity	Location	Percent
1.						
2.						
3.						
4.						
5.						

Home Org. _____

Budgeted \$ _____

Position FTE _____

Section IV: Human Resources/Payroll Information (For HR/Payroll Use ONLY)

_____ Position Number	_____ Pay Type	_____ Position Class	_____ Employee Class	_____ Adjusted Service Date	_____ Job Change Reason
_____ Prim/Sec/Overload	_____ Job FTE	_____ Seniority Date	_____ Benefit Category	_____ Leave Category	_____ Exempt/Non-Exempt
_____ Citizen?	_____ Country of Origin	_____ Date of Entry	_____ Visa Type	_____ WA Expiration Date	

Comments:

Section V: Required Signatures

Originator

Supervisor

Portfolio Owner

(Dean or VP for adjunct and all staff appointments;
Provost for all Faculty)

Human Resources

Originator Phone Number

Date

Date

Date

Date

Instructions for Completing the Employment Transaction Form

The Employment Transaction Form (ETF) should be used for the request, approval, and processing of changes to an individual's employment status. Every ETF must be completed in full to avoid processing delays, including the Position Number at the top of the form. Completion of the form does not guarantee approval of the request. All questions regarding the ETF should be directed to the Division of Human Resources.

Section I: Employee Information

Employee Information should be completed in full by the individual's department. A Rensselaer ID Number (RIN) is required for all current and former employees and students. New employees will not yet have a RIN. Do not use a Social Security Number.

Section II: Transaction Information

Start Date – The first day of the new appointment or proposed change. Not necessary for separations. Please note: ETF's should arrive in Human Resources at least 15 days prior to the date of the change.

End Date – Usually the last day of work. The last day of the paid appointment. Please note: ETF's should arrive in Human Resources at least 15 days prior to the last day of the paid appointment.

Last Day Worked – Enter only if different from Effective Date of separation.

Separation Delegate – The person who will be responsible for ensuring the completion of all separation tasks and have access to the previous employee's e-mail account for 30 days following the last day worked.

New Hire – An individual who has not ever worked for Rensselaer Polytechnic Institute as staff or faculty. Individuals who were previous student employees are considered new hires.

Re-Hire – A previous employee of Rensselaer Polytechnic Institute.

Separation – Termination of the employment relationship for any reason.

Transfer – A non-promotional move from one department, position, title, supervisor to another.

Extended Appointment – An extension of the end date for an appointment, with no change. May include merit increase.

Promotion – A change in title to reflect an increase in responsibilities and often pay. A promotional transfer, which involves movement between departments on campus and a change in title, should be recorded as a promotion.

Salary Adjustment – a change in pay with no change in title or employee schedule. May include merit adjustments and market adjustments

Leave of Absence – must be approved by supervisor and Division of Human Resources. **A leave of 90 days or longer must be processed on an ETF.** Leave Type may include Military, Parental, Sabbatical, Personal, Disability, or FMLA.

Return from Leave – should be processed on an ETF to ensure the employee is reinstated properly on the payroll

The Employee's Current Status and the Proposed status blocks should be completed in full, including work schedules, hours per week, supervisor, and appointment classification information.

Section III: Position and Labor Distribution Information

Funding information must include the Fund, Org, Account, Program, and Activity codes. When listing multiple funding sources, also include the percentage to be charged to each.

Home Org. – Indicate the number of the department to be used as the employee's primary department. This may be different than the Org. that funds the employee's position. This will drive the time sheet home org.

Budgeted \$ - Indicate the total dollars budgeted for the position. This may differ from the salary to be paid to the employee.

Position FTE – Position Full-Time Equivalent is 1.0 for an employee working 40 hours per week. Calculate the employee's FTE by dividing his/her total number of hours scheduled for the year by 2,080 hours.

Section IV: Human Resources/Payroll Information

For Human Resources and Payroll use only

Section V: Required Signatures

Each ETF must be signed and approved by the appropriate Supervisor and Portfolio Owner prior to being forwarded to the Division of Human Resources. Faculty ETFs, other than adjuncts, must contain the Provost Signature.