



## Employment Transaction Form

**Section I:** \_\_\_\_\_  
**Last Name**                      **First Name**                      **Middle Initial**                      **RIN (HR will complete For New Hires)**  
**Portfolio:** \_\_\_\_\_ **Department:** \_\_\_\_\_ **Position #** \_\_\_\_\_

**Section IIA: SEPARATION:** Please complete then go directly to Section V

**Separation Reason:** \_\_\_\_\_ **Last Day Worked:** \_\_\_\_\_ **Last Day Paid:** \_\_\_\_\_  
**Separation Delegate:** \_\_\_\_\_ **Payroll Cycle:** \_\_\_\_\_

**Section IIB:**

**Effective Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_  
(if applicable; instructions on page 2)

**Hires:** \_\_\_\_\_

**Change – Select all that apply:**

- Transfer
- Promotion
- Salary Adjustment
- Change in hours per week (FTE)
- Title Change
- Supervisor Change
- Other Type of Change: \_\_\_\_\_

**Leave of Absence Reason:** \_\_\_\_\_

**Leave of Absence Type:** \_\_\_\_\_

Proposed Position Title (30 character maximum) \_\_\_\_\_

# Hours per Week \_\_\_\_\_ # Months Per Year \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Position # \_\_\_\_\_

Home Org Code # \_\_\_\_\_ Web Time Entry Time Sheet org # \_\_\_\_\_

**Pay Rate:** \$ \_\_\_\_\_

**Per:** \_\_\_\_\_

**Section III: Position and Labor Distribution Information**

Fund	Org.	Account	Program	Activity	Percent	Portfolio Business Manager Approval
1.						
2.						
3.						
4.						
<b>TOTAL:</b>						

**For Sponsored Funding - PI Approval:**

**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 \_\_\_\_\_ Leave Category \_\_\_\_\_ Benefit Category \_\_\_\_\_ Deferred Pay (Y/N) \_\_\_\_\_ Exempt/Non-Exempt \_\_\_\_\_  
Citizen (Y/N) \_\_\_\_\_ Country of Origin \_\_\_\_\_ Date of Entry \_\_\_\_\_ Visa Type \_\_\_\_\_ WA Expiration Date \_\_\_\_\_  
LMS Curriculum Code # \_\_\_\_\_ PFL Waiver Eligible \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Section V: Please sign below to acknowledge that you have reviewed and authorize this employment action**

Originator Print Name \_\_\_\_\_

Portfolio Owner or Designee \_\_\_\_\_

Human Resources \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## Instructions for Completing the Employment Transaction Form

The Employment Transaction Form (ETF) is used to document and to effectuate changes to an individual's employment status. Every ETF must be completed in full and submitted to [hrrmail@rpi.edu](mailto:hrrmail@rpi.edu) as far as possible in advance, and no fewer than 10 business days before the effective date to avoid processing delays. Completion of the form does not guarantee approval of the request. Note: please attach relevant documentation to the ETF. Examples of documentation include: voluntary resignation letter, offer letter or sabbatical approval. Questions regarding the ETF can 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

#### Section IIA: Separations:

Last Day Worked: - the very last day that the person was at work.

Last Day Paid: - most times, this will also be the last day worked.

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.

Payroll Cycle: This will either be Bi-Weekly or Semi-Monthly

#### Section IIB: Other transactions:

Effective Date – The first day of the new appointment or proposed change.

End Date – necessary for Fixed Term, Temporary (including Adjunct), Per Diem and If/When Needed appointments. This will be the last day that the person is paid unless the employee is extended or rehired using a new ETF.

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

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

Extension – An extension of the end date for a current appointment. May include merit increase.

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

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 equity adjustments

Leave of Absence and Return from Leave – 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. Please select the appropriate leave from the line and enter the effective date and the end date on the same form

Pay Rate – enter the amount and check the appropriate box as follows:

- HOUR – Non-Exempt Only: For non-exempt employees paid by the hour
- 12 Month Annual Rate – Exempt Only: For full or part time exempt staff. Enter the amount the 12 month rate of pay
- Academic Year Rate– Faculty Only: For full or part time faculty (excluding adjuncts). Enter academic year rate of pay.
- Contract Period – Fixed term including Adjuncts
- Lump Sum: For use as directed by the Division of Human Resources

Position Title: Enter the approved title as it appears on the approved Performance Management Tool or Position Description.

Hours per Week: Average number of expected hours per week. Do not enter more than 40.

Months per Year: Number of months of the current (not cumulative) appointment. Do not enter more than 12.

Supervisors Name and Position Number: Enter the information for the immediate supervisor.

### 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. **If the only change you are making is to the FOAPA, do not use an ETF. NOTE: Business Manager Must Initial the FOAPAL. The Principal Investigator (pi) must sign for all research funds,**

**Timesheet 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.

### Section IV: Human Resources/Payroll Information

For Human Resources and Payroll use only

Job 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 V: Required Signatures:

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