

Log #: _____



Rensselaer

Position #: _____

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 (SSN--new hires ONLY) _____

Permanent Street Address _____ Apartment #, Route #, etc. _____ City _____ State _____ Zip _____

Telephone w/Area Code _____ Date of Birth _____ US Citizen _____ (Yes or No – If no, complete immigration information)

Country of Origin _____ Date of Entry Into US. _____ Visa Type & Work Auth. Expiration Date _____

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

Effective Date: _____ From: _____ To: _____

Hires:	Changes:	Leaves of Absence:	Separations:
New Hire <input type="checkbox"/>	Transfer <input type="checkbox"/>	Leave Type: _____	Voluntary Resignation <input type="checkbox"/>
Re-Hire <input type="checkbox"/>	Extended Appointment <input type="checkbox"/>	LOA w/Pay <input type="checkbox"/>	Involuntary Resignation <input type="checkbox"/>
Retiree Re-Hire <input type="checkbox"/>	Promotion <input type="checkbox"/>	LOA w/partial pay <input type="checkbox"/>	Discharge <input type="checkbox"/>
	Salary Adjustment <input type="checkbox"/>	LOA w/o pay & w/ benefits <input type="checkbox"/>	Position Eliminated <input type="checkbox"/>
	Change in Work Schedule <input type="checkbox"/>	LOA w/o pay & w/o benefits <input type="checkbox"/>	Retirement <input type="checkbox"/>
	Other Type of Change <input type="checkbox"/>	Return from Leave <input type="checkbox"/>	End of Contract <input type="checkbox"/>
			Death <input type="checkbox"/>

Comments: _____

Employee's Current Status	Proposed: New Hires, Re-Hires, Changes to Employee Status
Position Title _____	Position Title _____
Department _____	Department _____
Hours per Day _____ Hours per Week _____ Months per Year _____	Hours per Day _____ Hours per Week _____ Months per Year _____
Supervisor's Name _____ Position # _____	Supervisor's Name _____ Position # _____
Person Replacing _____ Position # _____	Person Replacing _____ Position # _____
Pay Rate: \$ _____ Per: Hour <input type="checkbox"/> Year (12 month) <input type="checkbox"/> Academic Year <input type="checkbox"/> Lump Sum <input type="checkbox"/> Contract Period <input type="checkbox"/>	Pay Rate: \$ _____ Per: Hour <input type="checkbox"/> Year (12 month) <input type="checkbox"/> Academic Year <input type="checkbox"/> Lump Sum <input type="checkbox"/> Contract Period <input type="checkbox"/>

Section III: Position and Labor Distribution Information

Fund	Org.	Account	Program	Activity	Location	Percent
1.						
2.						
3.						
4.						
5.						
6.						

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 _____ Emp. Status/Code _____ Position Group _____ Exempt/Non-Exempt _____

Comments: _____

Section V: Required Signatures

Originator _____ Dean/Director/Dept Chair _____ Cabinet Member _____ Human Resources _____

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, including date of birth, address, and citizenship information. Rensselaer ID Number (RIN) is required for all current employees. New employees will not yet have a RIN, so Social Security Number should be indicated instead.

Section II: Transaction Information

Effective Date – The date the change becomes effective. To ensure timely processing of transactions, ETFs should arrive in Human Resources at least 10 days prior to the effective date of the change.

From/To – A date range is only required for appointments that will end as of a certain date. The "From" date should match the effective date.

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 who has been separated from Rensselaer Polytechnic Institute for 90 days or more.

Separation – termination of the employment relationship for any reason

Transfer – a lateral move from one department on campus to another, with no change in status or pay

Extended Appointment – an extension of the end date for an appointment, with no change in status or pay.

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 schedule, 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.

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 2080.

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 Dean/Director/Department Head and Cabinet Member prior to being forwarded to the Division of Human Resources. ETFs that are generated as the result of an approved Position Approval Form (PAF) only require signatures from the Originator and a representative of the Division of Human Resources.