

Full Time

- Instructional
 Non-Instructional

*See Section IV below for Multiple Position reporting requirement

Part Time*

- Teaching
 Non-Teaching

Section I – Employee Information

Date _____ Department/Unit _____

*if applicable, current full time primary position title _____

First name _____ Middle _____ Last name _____ Last 4 digits of social security _____

Number _____ Street _____ Apartment _____ Home telephone number _____

City _____ State _____ Zip _____

Contract Title _____

Functional Title/CUNY first Title _____

Section II – Action Type (Check one)

ACTION REASON

- New Appointment _____
 Promotion _____
 Reappointment _____
 Return from Leave _____
 Tenure _____
 Change of Title _____
 Other, specify _____

SEPARATION REASON

- Resignation _____
 Termination _____
 Deceased _____
 Fellowship Leave _____
 Leave of Absence _____
 Other _____

OTHER REASON

- Change in personal data _____
 Salary Adjustment _____
 Other, specify _____

Section III – Effective Dates / Rates

ACTIONS

Effective Date _____

Terminal Date _____

Annual Salary \$ _____

Hourly Rate \$ _____

Number of hours per semester _____

Total Salary \$ _____

SEPARATIONS

Effective Date _____

Last date to be paid _____

Transfer to _____ From _____

Leave of Absence: type of leave _____

Section V – For Budget Office Use Only

FIS Number _____

PayServ Position No. _____

FIS Position No. _____

PayServ MP _____

CUNYfirst Position No. _____

Section VI – For HR Office Use Only

CUNYFirst Emplid _____

PayServ ID N _____

Status _____

Title Code _____

Section IV – Multiple Position Reporting

For employees currently employed in any of the full-time positions below (check one) please complete and attach a Multiple Position Form & Job Description outlining duties for the part-time appointment.

- Full Time Faculty
 Higher Education Officer Series*
 College Lab Technician*
 Research Assistant*
 Research Associates*

*limited to an average of three classroom contact hours per week for teaching assignments or six hours per week for non-teaching assignments University-wide.

HR Initials: _____

VII - COMMENTS: (include duties of part-time positions)

Section VIII– Required Approvals

Officer Initiating Request _____ Date _____

Division Head Approval _____ Date _____

Dean / AVP Approval _____ Date _____

Budget Office Approval _____ Date _____
(For Temporary Service Personnel Actions)