

EMPLOYEE JOB, ASSIGNMENT, SALARY CHANGE REQUEST Scan completed EAF and send to hreatf@rit.edu
All Approvals must be secured prior to notifying employee of change

Name:	Employee Number:	Effective Date of Change:
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When to use this EAF:

- When making changes to an employee's job assignment, department, salary or supervisor.
- When making changes to a non-vacant Position.
- When moving an employee from one Position Control Number to a different Position Control number that is NOT as a result of a Posting or Search.
- For promotions that do not require a search or posting

When NOT to use this EAF:

- DO NOT use when making changes to a vacant position, submit changes on a requisition through CareerZone
- DO NOT use when hiring an internal candidate from a posted position, process hire EAF through CareerZone.

Please select the type of change:

Primary Change type (see page 2 for definitions of change types)

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| Required Supporting Documentation for

Attach and submit with the EAF | <ul style="list-style-type: none"> • Business Case for change • Funding information including budget dollars • Impact on other positions • Staff Job Description Questionnaire (only for job re-evaluations) • Employee notification if terms and conditions of employment have changed |
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**Reason no job posting or search (see page 2 for reason explanations)

Change information

Data Field	Current Information	New Information
PC# (Number. Funding Source Code)		
Job Title		
Rank		
Department/Organization Name		
Salary Band		
Employee Benefits Category	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
FLSA Classification	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Hours Per Week		
Weeks (NonExempt) or Months (Exempt) Per Year		
FTE		
Annual Salary (full annual salary not pro-rated amount)		New Salary
Hourly Rate		New Rate
Supervisor		

Account #	%
Account #	%
Account #	%

All approvals must be secured prior to notifying employee of change
(HRM will notify supervisor upon final approval)

Required Approvals for All Changes:

Completed By:		Ext.:	Date:
Supervisor:			Date:
Budget Head/Dept Head:			Date:

Additional Approvals for Primary Change Type Numbers 2,6,8,9:

Budget or Financial Analyst		Ext.:	Date:
Dean or Division Head			Date:
Provost Budget Office (Academic Affairs only)			Date:
RIT Budget Department			Date:
Provost (Academic Affairs Only)			Date:

Additional Approvals for Accounts with Grants or Contracts:

Principal Investigator:		Date:
SPA Rep:		Date:

Final Approver for all changes:

HR Manager		Date:
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Primary Change Type: please consult with your HRM if you have any questions about which reason to use.

- Change in work schedule (hours per week or weeks/months per year):** This may result in a change to the employee's FTE, Benefits Category or FLSA Classification.
- Department change due to reorganization:** To move positions and the position incumbent (employee) within a business unit. Not to be used when moving a vacant position, please contact position_control@rit.edu for more information.
- Change in job duties:** To change job title, salary, or wage band due to volume or to a job re-evaluation.
- **Promotion:** sequential promotion within a career ladder or a promotion as a resulting from formal succession planning.
- Rank:** When permanently changing the budget line of rank type (i.e. Tenure Track to Lecturer) on a position.
- Retirement Transition:** Approved Retirement Transition Form must accompany this EAF.
<https://www.rit.edu/fa/humanresources/sites/rit.edu/fa.humanresources/files/forms/RetTransReqMem.pdf>
- Salary Change Only:** use when there are no other changes to the employee. Note: this reason code should be used only for pre-defined and authorized events or as a result of a consultation with the HRM.
- Transfer out of or into an Administrative Faculty position:** Please refer to policy E8.0.
<http://www.rit.edu/academicaffairs/policiesmanual/sectionE/E8.html>
- **Transfer to new position:** To move an employee from one position to another position within a business unit. Do not use this when hiring an employee into a vacant position that has been posted, use the online EAF through CareerZone.

****Reasons for no posting or search** (required for Promotions or Transfers not as a result of a search):

- Target of Opportunity:** The position requires specific, unique skills related to the position; the likelihood of a search identifying a more qualified candidate is negligible; and an immediate hiring need exists. In all these cases the candidate would be on the short list of top candidates if a full search were conducted, and the individual would be highly sought after by peer institutions.
- Short Term Need:** The position is of short, fixed duration (no more than one year) and it is imperative that a person be hired immediately.
- Grant Association:** When an individual is identified in an approved contract or grant.
- Pulling Candidate from Prior Diverse Candidate Pool:** The department has filled a similar position within the past six months, the applicant pool is diverse and reflects the availability in this job category, and wishes to use the same applicant pool.
- Interim Role:** When a department finds it necessary to appoint an individual in an interim or acting capacity for a temporary period, generally not to exceed one year.

Additional information, FAQs and resources can be found at

<https://www.rit.edu/fa/humanresources/sites/rit.edu/fa.humanresources/files/forms/Additional%20Information%20Change%20EAF.pdf>