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

Name:	Employee Number:	Effective Date of Change:

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:
- <u>DO NOT</u> use when making changes to a vacant position, submit changes on a requisition through CareerZone
- <u>DO NOT</u> 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)

Required Supporting Documentation for

Attach and submit with the EAF

- 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

**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	☐ Full Time ☐ Ext Part Time ☐ Part Time	☐ Full Time ☐ Ext Part Time ☐ Part Time
FLSA Classification	☐ Exempt ☐ Non-exempt	☐ Exempt ☐ Non-exempt
Hours Per Week		
Weeks (NonExempt) or Months (Exempt) Per Year		
FTE		
Annual Salary (full annual salary not pro-rated amount)		New Rate / 7/1 Rate
Hourly Rate		New Rate / 7/1 Rate
Supervisor		

Account #	%
Account #	%
Account #	%

All approvals must be secured <u>prior</u> to notifying employee of change
(HRMS will notify supervisor upon final approval)

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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 Services Manager		P, T , FT , D , N, AGC	Date:

Primary Change Type: please consult with your HRSM if you have any questions about which reason to use.
1. **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.
2. **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.
3. **Change in job duties:** To change job title, salary, or wage band due to volume or to a job re-evaluation.
4. ****Promotion:** sequential promotion within a career ladder or a promotion as a resulting from formal succession planning.
5. **Rank:** When permanently changing the budget line of rank type (i.e. Tenure Track to Lecturer) on a position.
6. **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
7. **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 HRSM.
8. **Transfer out of or into an Administrative Faculty position:** Please refer to policy E8.0.
   http://www.rit.edu/academicaffairs/policiesmanual/sectionE/E8.html
9. ****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):
1. **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.
2. **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.
3. **Grant Association:** When an individual is identified in an approved contract or grant.
4. **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.
5. **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