



1. Employee Class/ Type: [] Tenure Track [] Full time
[] Non-tenure Track [] Part time
[] Temporary

2. Action Request: [] Status change [] Promotion [] Supplemental Pay (Refer to Section B)
[] Salary adjustment [] Transfer [] Other

3. Resignation/Termination/Retirement - complete the online form on My.Francis; Faculty/Staff; HR Secure only!

SECTION A:

4. Employee Name (Last, First, MI, Title) 5. Last 4 digits of Social Security Number
6. Position Title 7. Department Name
8. *Effective Date of Change 9. Supervisor
10. Hourly Rate or Annual Salary Amount 11. *Will a contract be issued? 12. *Account Number (required)
\$ \$ [] Yes [] No

SECTION B: Supplemental Pay Requests

13. *Account Number(s) to charge for single payment: Pay Amount or Lump Sum
\$ \$
Salary: \$ per hour \$ per semester
\$ annual \$ stipend* Pay over time period during the semester
to

*Stipend being paid to a student or hourly employee indicate hours worked per week

Description of work: [] Degree is considered a terminal degree [] Degree is not considered a terminal degree for promotion and tenure.

14. Approval Signatures:

Supervisor/Dept. Director _____ Date _____
Division Head _____ Date _____
Human Resources _____ Date _____
VP for Finance _____ Date _____

To be completed by Human Resources

Faculty CIP Code: _____ Faculty Discipline/Description: _____

Staff Salary Grade: _____ Entered in Jenzabar: []