

BRIEF DESCRIPTION EXAMPLES

The following are examples of what to include in the Brief Description box for Changes of Job Data Forms or Stipends in the HR Portal.

SCENARIOS

1 REDUCING THE EMPLOYEES' HOURS

Example of Brief Description:

This Change of Job Data Form is to reduce the employee's hours per week from 19 to 10 hours per week from 6/15/2020 to 7/31/2020

2 CHANGING THE EMPLOYEE'S CLASSIFICATION

Example of Brief Description:

Note: This will require a different position number.

This Change of Job Data Form is to change the employee's classification from Work-Study to Student Employee. The employee ran out of Work-Study funds and will be changed to Student Employee funds effective 5/4/2020 and until the remainder of the assignment.

3 ADDING AN ADDITIONAL ASSIGNMENT

Example of Brief Description:

This Change of Job Data Form is to add a secondary assignment. This employee is currently working at [department name] with 9 hrs. per week and will be starting the secondary assignment at [department name] with 10 hrs. per week from 6/01/2020 to 8/31/2020.

4 CREATING A SPECIAL ASSIGNMENT FOR A STAFF EMPLOYEE

Example of Brief Description:

This stipend is to cover additional shifts worked at Knap Hospital for the month of April 2020 for the total amount of \$XXX. XX. If grant-funded, include in the description how this assignment is justifiable to the grant.

Example of Brief Description:

This stipend is for [mentorship/ workshops/ fellowships, etc.] for the Spring semester. The stipend total amount is for \$XXX. XX. If grant-funded, include in the description how this assignment is justifiable to the grant.

5 CREATING A SPECIAL ASSIGNMENT FOR A FACULTY EMPLOYEE

Example of Brief Description:

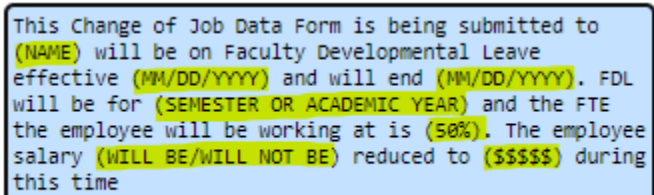
This stipend is to cover faculty working on [overload, Chair, Director, workshop, etc.] for monthly amount of \$2,000 (\$4,000 total) from April 2020 through May 2020.

If grant funded, include in the description how this assignment is justifiable to the grant

6 FACULTY DEVELOPMENT LEAVE

The Brief Description information section is especially important for Human Resources, this is needed so that we understand what needs to be updated on the employee job record. We highly recommend using the wording below when submitting Changes of Job Data forms for FDL employees. Note that only highlighted in yellow is where information will be changing.

Example of Brief Description:



This Change of Job Data Form is being submitted to (NAME) will be on Faculty Developmental Leave effective (MM/DD/YYYY) and will end (MM/DD/YYYY). FDL will be for (SEMESTER OR ACADEMIC YEAR) and the FTE the employee will be working at is (50%). The employee salary (WILL BE/WILL NOT BE) reduced to (\$\$\$\$\$) during this time

7 CHANGES IN FUNDING

Example of Brief Description:

Note: If the current funding does not cover the entire fiscal year, please submit another CPAF.

This Change of funding form is only to change the cost centers in which the employee is being paid out. Funding change is from 5/4/2020 through 6/30/2020. If grant-funded, include in the description how this assignment is justifiable to the grant.

8 STIPENDS BEING SUBMITTED TO CHANGE A FACULTY OVERLOAD AMOUNT

Example of Brief Description:

This stipend is for the Spring overload on the employee's primary assignment from 01/16/2020 - 05/31/2020. The total added amount is \$2,000.00 If grant-funded, include in the description how this assignment is justifiable to the grant.

9 UPDATING THE EMPLOYEE'S CONTRACT AMOUNT

Example of Brief Description:

This Change of Job Data Form is to increase the employee's contract total amount. The employee's initial contract amount was \$5,000 from 01/01/2020-05/31/2020, in which the employee received \$1,000/month. We are adding \$1,000 to the overall contract from 01/01/2020-05/31/2020 so that we may pay the updated total amount of \$6,000.

If grant-funded, include in the description how this assignment is justifiable to the grant.

10 ADDING AN EMPLOYEE INCENTIVE

Example of Brief Description:

This stipend is for quarterly incentives for the employee. This payment covers 01/01/2020 - 03/31/2020 for the total amount of \$XXX. XX.

Note: An employee incentive should NOT be grant-funded.

GRADUATE ASSISTANTSHIP

11 GRADUATE ASSISTANT (GRA/GTA)

Example of Brief Description:

Student will be assisting with the website and reports needed for the department, which is related to the student's program of study.

Reminder: Duties need to be related to the program of study or professional development.

12 GRADUATE RESEARCH ASSISTANT (GRA/GTA)

Example of Brief Description:

Student is conducting research with XXXXX program.

13 GRADUATE TEACHING ASSISTANT (GRA/GTA)

Example of Brief Description:

Student will be assisting to teach class ART 3301-07 ART 3352-01.

14 GRADUATE ASSISTANT OR ASSOCIATE INSTRUCTOR (GRA/GTA)

Example of Brief Description:

Student will be Instructor of Record for the following classes: MGMT 3301-02 MGMT 3304-05 and holds the necessary 18 graduate credits in a discipline related to courses assigned.

15 FACULTY SUMMER STIPEND (TENURE OR NON-TENURE) (FA3)

Example of Brief Description:

Faculty (Name) will be working on summer research activities from June thru August. The level of effort will be .333 the total amount to be paid is \$XXXX.

$(9\text{month salary}/3\text{ months in summer} = \text{Summer cap} * \text{FTE} = \text{Stipend amount } \$8,011.33 (\text{stipend amount})/ \$24,033.99$
 $(\text{summer } 1/3\text{rd cap}) = \text{FTE } .333$

Note: FTE is required for summer stipends. When providing FTE, please provide at least 3 decimals.

16 FACULTY STIPEND TENURE OR NON-TENURE (FA1 & FA2)

Example of Brief Description:

(Name) will be working as a nurse practitioner, seeing patients, 2 days a week.

16 hours a week @ \$50.00/ per hour for 3 months (June – August) 16 hrs. x \$50 = \$800 \$800 x 12 weeks = \$9,600

17 FACULTY STIPEND SOM (FA4)

Example of Brief Description:

This stipend is a quarterly incentive based on wRVUs as per LOO dated 1/24/18. This payment covers 1/1/21 to 3/31/21. The total amount to pay is \$XXXX. Spreadsheet Log with detailed information will be forwarded to the Salary Administration email for review.

Note: HR needs spreadsheet/worksheet to process.

18 FACULTY STIPEND SOM (FA4)

Example of Brief Description:

Faculty (Name) is working additional shifts as a hospitalist to assist the department with 24-hour coverage at Knapp Medical Center. He worked 5-day shifts @ \$1380/shift in April. The total amount to pay is \$XXXX. Spreadsheet Log with detailed information will be forwarded to the Salary Administration email for review.

Note: HR needs spreadsheet/worksheet to process.

19 MERIT INCREASE

Example of Brief Description:

This Change of Job Data submission is to increase the employee's salary to \$XXXX.XX as the employee has received a merit increase effective 09/01/2020.

If grant-funded, include in the description how this assignment is justifiable to the grant.

20 TEMPORARY ADDITIONAL DUTIES

Example of Brief Description:

This Change of Job Data submission is to temporarily increase the employee's salary to \$XXXX.XX from 09/01/2020 to 12/31/2020 as the employee will be performing additional duties.

If grant-funded, include in the description how this assignment is justifiable to the grant.

21 PERMANENT ADDITIONAL DUTIES

Example of Brief Description:

This Change of Job Data submission is to increase the employee's salary to \$XXXX.XX as the employee has been given permanent additional duties effective 09/01/2020.

If grant funded, include in the description how this assignment is justifiable to the grant.

22 REMOVING TEMPORARY ADDITIONAL DUTIES

Example of Brief Description:

This Change of Job Data submission is to place the employee's salary back to \$XXXX.XX effective 10/1/2020 as the employee is no longer working on the temporary duties.

If grant-funded, include in the description how this assignment is justifiable to the grant.

23 EQUITIES

Example of Brief Description:

This Change of Job Data submission is due to Equity increase in the employee's salary to \$XXXX.XX as per SEA. Equity is effective 9/1/2020

If grant-funded, include in the description how this assignment is justifiable to the grant.

24 PROMOTIONS

Example of Brief Description:

This Change of Job Data submission is to increase the employee's salary to \$XXXXXX. Employee (Name) has been promoted effective 09/01/2020.

If grant-funded, include in the description how this assignment is justifiable to the grant.

25 RECLASSIFICATIONS

Example of Brief Description:

This Change of Job Data submission is due to Reclassification and to increase the employee's salary to \$XXXXX effective 09/01/2020.

If grant-funded, include in the description how this assignment is justifiable to the grant.