

## Personnel Change Form Decision Tree

What kind of change do you need to make?	Extra Pay	Will the Employee assume Administrative Duties?	Is the Employee Filling in for an Absent Administrator?	Complete the Personnel Change Request form, use the <b>Acting Appointment</b> option	
			Is the Employee Filling in as an Administrator until a Vacancy is Filled?	Complete the Personnel Change Request Form, use the <b>Interim Appointment</b> option	
		Is the Employee Performing Higher Level Duties or Working on a Project in Addition to their Regular Duties?	Will the Employee Perform the Extra Work for a Defined Period (for a specific project or less than 1 year)?	Complete the Personnel Change Request form, use the <b>Extra Compensation</b> Option	
			Will the Extra Work be Added to the Employee's Responsibilities Long-term (More than one year)?	<a href="#">May require a position audit, Contact your HR Business Partner.</a>	
		There has been <b>NO</b> Change to the Employee's Duties.	Has the Employee Earned a Terminal Degree in Their Field?	Complete the Personnel Change Request form, use the <b>Salary Increase</b> and <b>Terminal Degree Increase</b> options	
			Has Clerical Employee Passed the Certified Administrative Professional Exam?	Complete the Personnel Change Request form, use the <b>Salary Increase</b> and <b>CAP Salary Increase</b> options	
			Is there a Threat of Losing an Exceptional Employee Due to Inequity or a Competing Employer?	Complete the Personnel Change Request form, use the <b>Salary Increase</b> and <b>Critical Salary Increase</b> options	
		Faculty Appointment	Is the Faculty Member <b>Converting to Tenure Track</b> ?		Complete the Personnel Change Request form, use the <b>Conversion/Track</b> and <b>Tenure Track</b> options
			Is the Faculty Member Converting from <b>Academic Faculty to Fiscal Faculty</b> ?		Complete the Personnel Change Request form, use the <b>Conversion/Track</b> and <b>Contract Conversion (9 month to 12 month)</b> options
	Is the Faculty Member Converting from <b>Fiscal Faculty to Academic Faculty</b> ?		Complete the Personnel Change Request form, use the <b>Conversion/Track</b> and <b>Contract Conversion (12 month to 9 month)</b> options		
	Is the Faculty Member <b>Relinquishing an Administrative Role</b> ?		<a href="#">Contact your HR Business Partner</a>		
	Other	Will the Employee assume Administrative Duties?	Is the Employee Filling in as an Administrator until a Vacancy is filled?	Complete the Personnel Change Request Form, use the <b>Interim Appointment</b> option	
			Is the Employee Filling in for an Absent Administrator?	Complete the Personnel Change Request form, use the <b>Acting Appointment</b> option	
			Is the employee Relinquishing administrative role?	<a href="#">Contact your HR Business Partner</a>	
		Will the Change Fill an Existing Vacancy and Create a New Vacancy?	Employee Moving to a Higher level?	Complete the Personnel Change Request form, use the <b>Promotion</b> option	
			Employee Moving to the Same Level?	Complete the Personnel Change Request form, use the <b>Transfer</b> option	
		Will the Change Fill an Existing Vacancy but NOT Create a New Vacancy?	Employee Moving to a Higher Level?	Complete the Personnel Change Request form, use the <b>Promotion</b> option	
			Employee Moving to the Same Level?	Complete the Personnel Change Request form, use the <b>Transfer</b> option	
		Will the Change Create a New Vacancy but not fill an Existing Vacancy?	<a href="#">May require a position audit, Contact your HR Business Partner.</a>		
		Is the Employee Accepting Secondary Position Outside of their Regular Duties?	Complete the Personnel Change Request form, use the <b>Extra Assignment</b> option		
		Is the Employee's Hours Worked per Week Changing?	Complete the Personnel Change Request form, use the <b>FTE Change</b> option		
		The Change I need is <b>NOT</b> listed.	<a href="#">Contact your HR Business Partner</a>		