HR Action Form

An HR Action Form is to be used for any CHANGES to an employment record. This includes Promotions, Title Changes, Rate/Hours Changes, Labor Changes (labor/budget), Transfer/Department Changes, End Job Dates, and Separations.

If the only change being made is to the Time Entry Org, Supervisor, or Directory information, an HRAF is not required. These changes may be made via an email to hr@fit.edu or directoryupdates@fit.edu (email must include 900# and specific change to be made)

Section 1 (Employee Identification)

Florida Institute of Technology

HUMAN RESOURCES ACTION FORM

ID # = Banner 900#

First Name, Last Name = Full LEGAL name, no nick names

Citizenship = determines routing queue (if student and “No” route to the Office of International Student and Scholar Services)

Start Date = “Personnel Date” When the person actually will start working in their assigned position

End Date (if applicable) = “Personnel Date” When the person actually will stop working in that position

Department Name = Department initiating change

Effective Date of Change = Effective date of change in payroll

a. Any changes to e-class or for salaried positions, must be the first Sunday of the pay period

Section 2 (ACTIONS)

Select ALL actions that apply to the changes you are making to this position and employee

NOTE: End Job Date and Separation are NOT the same thing

1- Promotion = Advancement in position or rank (may include title, rate/hours, or labor change)

2- Title Change = Change in position title (may require new Job Description)

3- Rate/Hours Change = Any change to hourly rate or salary, or hours worked (such as: hours per pay/hours per day)

4- Labor Change = any ORG changes including Budget string, Home Org, Pay Check Dist Org, or Time Entry Org
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a. If the only change being made is to the Time Entry Org, an HRAF is not required. This change may be made via an email to hr@fit.edu (email must include 900#, position #, and new Org.)

5- End Job Date = Ending a particular job record
6- Separation = Ending ALL employment with the University
7- Transfer/Department Change = Moving from one department to another

Section 3 (EMPLOYEE INFORMATION)

Always required * (If any of the below information is not known, please contact your department head, or HRIS)

1- E-Class *= Employee Class number
2- Position # *= Unique number assigned to specific accounting string and e-class
   a. Must list position being changed, or position employee is being moved to
   b. If position number has not yet been assigned, leave blank and position will be generated in weekly budget/position control committee meeting (THIS IS THE ONLY TIME TO LEAVE BLANK)
3- Suffix # *= Typically “00” unless position date range overlaps same position number
4- Position Title *= Formal “HR Approved” title
5- Supervisor Name = Direct supervisor (not required for students or adjuncts)
6- Supervisor ID# = ID number of direct supervisor (not required for students or adjuncts)
7- Salary / Hourly Rate *= Salary is used for exempt employees, hourly rate is used for non-exempt
   a. Grants = BOTH fields are required (hourly rate out to 6 decimal places)
   b. Verify Salary comes out to correct hourly rate by dividing Salary by Hours/Pay and # Pay Factors
      i. [Ex. $30,000 ÷ 80 (hours/pay) ÷ 20 (pay factors) = $18.75 per hour]
8- Web Time Entry = Anyone not on a TimeClock system (submits a timesheet via the web/PAWS every payroll – anyone outside of Dining or Facilities)
9- Hours/Pay *= Total number of hours scheduled during a 2 week period (40 hours max per week = 80 hours/pay)
10- Hours/Day *= Hours scheduled during a single day’s shift
    a. Cannot vary from day to day
    b. Typically = hours/pay ÷ 10 (ex. 40 hours/pay = 4 hours/day)
11- FTE *= Full time equivalency. Total Hours/pay ÷ 80 (60 hours/pay ÷ 80 = 0.75)
    a. Can only go out 3 decimal points
    b. A full-time employee is usually 1.0 FTE that works forty hours per week. A half-time employee is .5 FTE that would work 20 hours per week.
12- # Pay Factors *= Number of biweekly payroll periods during specified date range
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a. Start date will be on a Sunday and end date will be on a Saturday  
b. Count total number of weeks within your specified date range and divide by 2

13- **Job Location / State** * = City and state of where work is being performed (affects workers comp, taxes, and unemployment)

14- **Building / Room / Phone** = Directory information

15- **Home Org** = Employee home department org

16- **Pay Check Dist Org** = Department org of where paycheck would be delivered

17- **Time Entry Org** * = The Org assigned to the person who approves the employee’s timesheet

### Section 4 (BUDGET)

<table>
<thead>
<tr>
<th>BUDGET</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Prog</th>
<th>%</th>
</tr>
</thead>
</table>

Required for all actions except Title Change, End Job Date, and Separation.

- Information found on position labor distribution spreadsheet sent through finforum@fit.edu by budget department quarterly
- If budget string is changing, enter NEW string in this section
- If budget string is to remain the same, enter current string

### Section 5 (SEPARATION)

Required for ALL Separations

Also required for any student End Job Date that is *involuntary*

1. **Last Day Worked** = Last day employee physically performed work
2. **Grant Funded** = Check if position is grant funded (affects eligibility for Vacation Pay Out, VPO is not allowed from grants)
3. **Reason for Separation** = Short description of why employee is leaving
4. **Voluntary / Involuntary** = Check applicable box
5. **Vacation Pay Out** = For HR use only
6. Please attach letter of resignation to HRAF. (Length of notice given also affects eligibility for Vacation Pay Out.)
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Section 6 (COMMENTS)

Explanation of what you are trying to achieve with HRAF.

Include:

1- Position that is ending
2- Reasons for actions
3- Elaborate on dates if for multiple actions
4- Any other information that may be helpful in facilitating required actions

Section 7 (SIGNATURES)

Must be routed through all queues as required. Forms will be returned if signatures are not obtained.