

University Enterprises, Inc. Policies and Procedures		Policy No. 015
Section:	Human Resources	
Policy:	Employee Status Change	
Effective Date:	December 11, 1998	

Employee Status Change

I. PURPOSE

To provide a system for communicating changes in current employee's status to University Enterprises, Inc. (UEI) Human Resources Division in order to maintain accurate employee records.

II. SCOPE

This policy applies to all UEI as well as to non-UEI supervisors.

III. POLICY

A change in employee status includes, but is not limited to change in pay, separation, name change, job title change, reclassification, and change in account source funding.

IV. PROCEDURE AND RESPONSIBILITIES

- A. All changes should be recorded by the originator on the appropriate form provided by Human Resources and should be submitted to UEI in advance of the effective date. The form should include all pertinent information and be signed by the appropriate representative to effect any employee change.
- B. Any changes received after the effective date will be processed the next pay period, but with the original effective date.
- C. Actions initiated by Human Resources should be forwarded to the appropriate department or entity prior to the effective date. These should be signed and returned to Human Resources before the effective date. Requests received after the effective date will result in the action being processed in the next pay period.

IV. RELATED POLICIES

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| Policy No. 215 | Salary Program Administration - Regular Employees |
| Policy No. 218 | Salary Increases |
| Policy No. 220 | Wage Administration for Students in Sponsored Programs Administration |
| Policy No. 225 | Wage Administration for Central Staff Students |
| Policy No. 315 | Promotion |
| Policy No. 320 | Demotion |
| Policy No. 805 | Employee Separation |