MOTT COMMUNITY COLLEGE

Employee Transaction Form

Name JANE DOE Employee ID 0060100

TRANSACTION TYPE

☐ New Hire ☐ Rehire ☐ Job Change/Reclassification ☐ Title Change ☐ Additional Assignment

☐ Dept/Location Change ☐ Account No. Change ☐ Salary/Wage Change ☑ Other Payment *(Explain under Comments)*

☐ Leave of Absence (Paid) ☐ Leave of Absence (Unpaid) ☐ Termination *(Specify Reason Type under Comments)*

☐ Other *(Please specify)* _____

Effective/Start Date 12 16 06 End Date ☐☐ ☐☐ ☐☐

Comments ANNUAL INTELLECTUAL PROPERTY RIGHTS PAYMENT

CURRENT	NEW
Status: ☑ Full-time ☐ Temporary Full-time ☐ Part-time ☐ Temporary/On-call/Contingent ☐ Other _____	Status: ☐ Full-time ☐ Temporary Full-time ☐ Part-time ☐ Temporary/On-call/Contingent ☐ Other _____
Classification: ☐ Exempt ☑ Faculty ☐ M&O ☐ ProTech ☐ PSO ☐ Sec/Clerical ☐ S&M ☐ Non-Union	Classification: ☐ Exempt ☐ Faculty ☐ M&O ☐ ProTech ☐ PSO ☐ Sec/Clerical ☐ S&M ☐ Non-Union
Division/Department _____	Division/Department _____
Campus/Location _____	Campus/Location _____
Position Title _____	Position Title _____
Position Code *(For HR Use)* _____	Position Code *(For HR Use)* _____
Grade _____ Step _____	Grade _____ Step _____
Salary, Hourly Rate, or Payment Amount $ _____	Salary, Hourly Rate, or Payment Amount $ 268.91
FTE _____	FTE _____
Account Number(s):	Account Number(s):
1) ☐☐ ☐☐☐☐☐ ☐☐☐☐☐ _____ %	1) 13 23051 46002 100 %
2) ☐☐ ☐☐☐☐☐ ☐☐☐☐☐ _____ %	2) ☐☐ ☐☐☐☐☐ ☐☐☐☐☐ _____ %
3) ☐☐ ☐☐☐☐☐ ☐☐☐☐☐ _____ %	3) ☐☐ ☐☐☐☐☐ ☐☐☐☐☐ _____ %
4) ☐☐ ☐☐☐☐☐ ☐☐☐☐☐ _____ %	4) ☐☐ ☐☐☐☐☐ ☐☐☐☐☐ _____ %
5) ☐☐ ☐☐☐☐☐ ☐☐☐☐☐ _____ %	5) ☐☐ ☐☐☐☐☐ ☐☐☐☐☐ _____ %

Comments _____

FOR PAYROLL USE

Retirement Code ☐ Retirement Class ☐☐☐☐ Date of one-time payment ☐☐ ☐☐ ☐☐

Entered by _____ Date _____

Requesting Manager/Supervisor _____ Date _____

Vice President/Executive Dean _____ Date _____

Human Resources _____ Date _____

White - Payroll *Yellow - HR* *Pink - Department*