COLGATE UNIVERSITY
Employee Change of Status

CONFIDENTIAL

NEW HIRE: ☐   **ADDITIONAL:** ☐   **CHANGE:** ☐   **TERMINATION:** ☐   **T/S Org:**_____

Please complete appropriate sections and forward for signatures. Return to the Human Resources Department as soon as possible. Retain a copy for your records.

CU ID #:_____**Current Email Address** _____

Employee Name:_____

Position Title:_____

Department:_____

Date of Hire/Change:_____   **Ending Date:**_____

Pay Type: Hourly: ☐   **Salary:** ☐   **Other:** ☐   **Special Pay:** ☐
             Hourly Rate $_____   **Annual $**_____   **Stipend $**_____   **Complete Schedule Below**

Pay Basis: Biweekly ☐ **(B1 or B2)   Monthly** ☐   **Classification Level/Band/:**_____

Appointment Status: Regular ☐   **Temporary** ☐   **Employment Type: Full Time** ☐   **Part Time** ☐

Benefits: Yes ☐ **No** ☐ **Effective Date:** _____ **(note only if different than actual hire date)**

Driving Colgate Vehicle: Yes ☐ **No** ☐

Reason for Hire/Change/Termination:_____

_____

_____

FOAP: _____   Position # _____
      Fund   Org   Account   Program

_____
Department Head/Chair Person   Date

_____
Department Supervisor/Division Director   Date

_____   _____
Vice President/Dean   Date   Human Resources   Date

Special Pay Schedule: Total Amount $_____   Default Earnings: _____

   ___/___/___   ___/___/___   ___/___/___   ___/___/___   ___/___/___   ___/___/___

   $_____ $_____ $_____ $_____ $_____ $_____

   ___/___/___   ___/___/___   ___/___/___   ___/___/___   ___/___/___   ___/___/___

   $_____ $_____ $_____ $_____ $_____ $_____

Background check _____   Eclass_____   LCAT:_____   Date to Payroll: _____

Revised 2/2015