

[Payroll Change Form Benefited](#)

DocuSign Instructions

This Form should be used when making a change to position, job title, job code, pay rate, standard hours, supervisor, funding information (when combined with another change, otherwise use Funding Change form), placing an employee on a leave and/or return from leave (do not place an employee on leave if they are using accrued leave) and when transferring a benefited, grad or PTA employee to another benefited position (in addition to using Recruiting Solutions).

This form should not be used when hiring or terminating a benefited employee or making additional payment to a benefited employee (special projects, etc.).

Entering Recipients

HELPFUL HINT: If you want the ability to monitor the workflow progress of the form, open the DocuSign form (from the NDSU FORMS page), enter a name and partial information into the form and then click FINISH LATER. The form will now be in your online account to finish and monitor its progress through the approval process.

Recipient/Approvers names and emails must be entered, depending on the type of employee for who the change is being submitted. The chart below will provide you with a general understanding of the approval process, but your division may have additional requirements.

Faculty	Staff
Dept Chair/Head	Dept Chair/Head
Dean/Director	Dean/Director
Dept #s<2500- Jody.dewald@ndsu.edu Dept #s>2500- Emily.hoadley@ndsu.edu Provost Office	Dept #s<2500- Jody.dewald@ndsu.edu Dept #s>2500- Emily.hoadley@ndsu.edu Provost Office OR Vice President
Angela.fowler@ndsu.edu Equity and Diversity	Kristina.Astrup@ndsu.edu Human Resources Office

This form is automatically routed to the Budget Office and Human Resources.

Employee Information –Information pertaining to the benefited employee to include: Last Name, First Name, Middle Name (optional), Effective Date of Change (formatted as MM/DD/YYYY), Empl ID, Action/Reason (See Additional Resources at end of document for Action/Reasons and definitions). Use the Comments box for indicating additional or more specific change information. Most information can be found on Job Data if it is not known.

Current – The information for the position the employee is currently in, which can be found on Job Data and/or Position Data, if it is not known.

New – The information for the position/pay rate the employee is changing to. Information for position the employee is transferring to can be found on Position Data.

Standard Hours/Week, FTE – The new standard hours and FTE should be entered here.

Time Clock – Indicate if the employee will be using a timeclock. If so, enter the timeclock group.

Contract/Tenure/Work Schedule – Enter if the benefited employee is in a less than a twelve-month position (if so, # of months), the Contract Start and End Dates, and if the employee is tenured and the rank, if applicable. If the work schedule is different than regular business hours, enter the hours per day or enter the Rotating/Other Schedule.

Funding Information – The Current and New funding information for the employee and position. Information can be found at: https://www.ndsu.edu/fileadmin/budget/docs/NDSU_Funding_Summary_Report_Job_Aid.pdf .

Who to Call?

- For questions on the Employee Information, Current/New sections or Action/Reason of the form please contact Payroll Services ndsu.payroll@ndsu.edu)
- For questions on the correct job code please contact ndsu.payroll@ndsu.edu, ndsu.hr@ndsu.edu or angela.fowler@ndsu.edu .
- For questions on the Funding Information on the form please contact the Budget Office (aubrey.ketterling@ndsu.edu) or the Ag Budget Office.

Additional Resources

- Job Codes can be found here: https://www.ndsu.edu/fileadmin/hr/ACA/Graduate_Assistant_Job_Codes.pdf
- Funding Change form: <https://www.ndsu.edu/fileadmin/vpfa/forms/BDGT-FndChange.pdf>
- Retroactive Distribution form: <https://www.ndsu.edu/fileadmin/vpfa/forms/BDGT-RetDist.pdf>

Action/Reasons

Action	Reason	Definition
Data Change	<ul style="list-style-type: none"> a. Correction – Department b. Correction – Job Code c. Correction – Pay Rate d. Correction – Position Number e. Correction – Standard Hours 	<ul style="list-style-type: none"> a. Department correction/update b. Job code correction/update c. Used to retroactively correct a pay rate change d. Position number retroactive correction/update e. Standard work hours retroactive correction/update
Leave of Absence	<ul style="list-style-type: none"> a. FMLA b. Furlough c. Military Service d. Personal Reasons 	<ul style="list-style-type: none"> a. Unpaid-prior HR Approval Required b. Unpaid Leave of Absence due to budget c. Unpaid leave due to Military service-Orders Required d. Unpaid leave of absence
Paid Leave of Absence	<ul style="list-style-type: none"> a. Administrative Leave b. Developmental Leave c. FMLA d. Military Service e. Unpaid Short Duration 	<ul style="list-style-type: none"> a. Personnel Action b. Approval Required, See Policy 132 c. Paid FMLA Leave- prior HR approval required d. Paid Military Service – Orders Required e. When employee will be paid on Additional Pay, instead of regular position (i.e. Summer School, Summer Salary). Change compensation rate on regular position to \$0.
Pay Rate Change	<ul style="list-style-type: none"> a. Market Increase b. Other c. Reduction in Pay d. Responsibility Increase 	<ul style="list-style-type: none"> a. Fiscal Year increase b. Anything other than specified here c. Decrease in pay, documentation required d. Change in pay due to responsibilities, documentation required
Position Change	<ul style="list-style-type: none"> a. Job Reclassification b. Position Status Change c. Reorg/Restructure d. Title Change e. Transfer 	<ul style="list-style-type: none"> a. Job Family reassignment after HR review b. % of Time Change c. Change in funding and/or organizational structure d. Functional title change e. Benefited employees changing positions
Promotion	<ul style="list-style-type: none"> a. Career Ladder Promotion 	<ul style="list-style-type: none"> a. Change in Job Family, salary and/or title
Return from Leave	<ul style="list-style-type: none"> a. Return from leave unpaid b. Return from Paid Leave of Absence 	<ul style="list-style-type: none"> a. Return from unpaid leave of absence b. Return from paid leave of absence

Transfer	a. Internal Recruitment b. Re-Organization c. Intra-Agency Transfer d. Non-to-Benefited	a. Hired through a search b. Department Re-organization/restructure c. Transfer of Position from within campus d. Transfer from non-benefited to benefited position
----------	--	--