

## [Payroll Change Form Student/Temporary/Part-Time Academic \(PTA\)](#)

### DocuSign Instructions

**This form should be used** when making a change to position, title, job code, pay rate, standard hours, functional title, supervisor, funding information (PTA only), placing an employee on unpaid leave and/or return from leave or transferring a benefited employee to a Student/Temp/PTA position, or a Student/Temp/PTA employee to another Student/Temp/PTA position (in addition to using Recruiting Solutions).

**This form should not be used** when hiring or terminating a student, temporary, or PTA employee, or making an additional payment to a student/temporary/PTA employee (special projects, etc.), changing funding on a student or temp pool position or transferring to a grad position (should be done on the graduate change form).

### 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.

Student	Temporary	Part-Time Academic
Dept Chair/Head	Dept Chair/Head	Dept Chair/Head
		Dean/Director
If wage is \$13/ hour or greater: <a href="mailto:kristina.astrup@ndsu.edu">kristina.astrup@ndsu.edu</a> Human Resources	If wage is \$13/ hour or greater: <a href="mailto:kristina.astrup@ndsu.edu">kristina.astrup@ndsu.edu</a> Human Resources	<a href="mailto:angela.fowler@ndsu.edu">angela.fowler@ndsu.edu</a> Equity and Diversity
		Dept #'s<2500- <a href="mailto:jody.dewald@ndsu.edu">jody.dewald@ndsu.edu</a> Dept #'s>2500- <a href="mailto:Emily.hoadley@ndsu.edu">Emily.hoadley@ndsu.edu</a> Provost Office
		<a href="mailto:Aubrey.ketterling@ndsu.edu">Aubrey.ketterling@ndsu.edu</a> Budget Office

**Employee Information** – Information pertaining to the student/temporary/PTA employee to include: Last Name, First Name, Middle Name (optional), Effective Date of Change (formatted as MM/DD/YYYY), Empl ID, and Action/Reason (See Additional Resources at the end of this document for list of Action/Reasons with 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. Information 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, which can be found on Job Data and/or Position Data, if it is not known.

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

**Hours** – Indicate whether the employee will be working more than 30 hours/week or 130 hours/month.

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

**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](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](mailto:ndsu.payroll@ndsu.edu) )
- For questions on the correct job code please contact: [ndsu.payroll@ndsu.edu](mailto:ndsu.payroll@ndsu.edu) , [ndsu.hr@ndsu.edu](mailto:ndsu.hr@ndsu.edu) , or [angela.fowler@ndsu.edu](mailto:angela.fowler@ndsu.edu) .
- For questions on the Funding Information on the form please contact the Budget Office ([aubrey.ketterling@ndsu.edu](mailto: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](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	Reason	Definition
Data Change	<ul style="list-style-type: none"> <li>a. Correction – Department</li> <li>b. Correction – Job Code</li> <li>c. Correction – Pay Rate</li> <li>d. Correction – Position Number</li> <li>e. Correction – Standard Hours</li> <li>f. Status Change</li> </ul>	<ul style="list-style-type: none"> <li>a. Department correction/update</li> <li>b. Job code correction/update</li> <li>c. Used to retroactively correct a pay rate change</li> <li>d. Position number retroactive correction/update</li> <li>e. Standard work hours retroactive correction/update</li> <li>f. Percent time change</li> </ul>
Leave of Absence	<ul style="list-style-type: none"> <li>a. Personal Reasons</li> </ul>	<ul style="list-style-type: none"> <li>a. Unpaid leave of absence</li> </ul>
Paid Leave of Absence	<ul style="list-style-type: none"> <li>a. Unpaid Short Duration</li> </ul>	<ul style="list-style-type: none"> <li>a. 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.</li> </ul>
Pay Rate Change	<ul style="list-style-type: none"> <li>b. Reduction in Pay</li> <li>c. Other</li> </ul>	<ul style="list-style-type: none"> <li>b. Decrease in pay, attach documentation</li> <li>c. All other Pay Rate Changes</li> </ul>
Position Change	<ul style="list-style-type: none"> <li>a. Transfer</li> </ul>	<ul style="list-style-type: none"> <li>a. Non-Benefited employees changing roles, including job family, pay and title</li> </ul>
Return from Leave	<ul style="list-style-type: none"> <li>a. Return from leave unpaid</li> <li>b. Return from Paid Leave of Absence</li> </ul>	<ul style="list-style-type: none"> <li>a. Return from unpaid leave of absence</li> <li>b. Return from Paid Leave of Absence</li> </ul>