

# INSTRUCTIONS: STAFF RATE SHEET

1. Employee Type: select one of the following
  - New: employee is newly hired staff to the university or returning after a break in university service (individuals who were temp, student, contract or working hourly under half-time should be treated as a new employee)
  - Departmental transfer: employee is transferring from another department with no break in university service
  - Internal transfer: employee is changing positions within your department
  - Additional position: this is an employee's additional position within your department
  - Incumbent: employee currently in position, used to process changes in current position (e.g. change in employee class, title, labor distribution, etc.)

**IMPORTANT: *Verification of Credentials form must be submitted for positions requiring a bachelor's degree for ALL types except "Incumbent"; however, it is required for "Incumbent" if a new degree is triggering the change in their current position.***

2. Identifying information: Name and Andrews University ID#
3. Effective Date: date on which new action comes into effect (for new employees, first day of work)

4. **ACTION:** based on employee type:

**New/Transfer/Internal Transfer/Additional Position ONLY**

- New Budget: position is newly-approved in the department
- Replacing Budget: employee is replacing a previous employee in this position, also indicate employee Name and ID# to be replaced

**Incumbent ONLY:** check all that apply

- Salary to Hourly: employee's classification is changing from salary to hourly
- Change in Title: employee has a change in position title
- Change in Grade: employee has a grade change
- Change in Hours Per Week: employee has a change in hours worked per week
- Change in Rate: employee has a change in hourly rate (**must have prior approval**)
- Change in Labor Distribution: employee's salary is to be charged to a different organization # or will be distributed differently
- Other: please indicate other change

5. **ASSIGNMENT INFORMATION:**

- Title: indicate title of position
- Dept Name and Orgn #: indicate department name and finance organization number for supervisory responsibility
- Select one of the following:
  - Regular: job assignment is a regular budget (with applicable benefits)
  - Temporary: job assignment must be for **five months or less** (*must enter end date*)
- Select one of the following:
  - Entire Year: will be working the entire year
  - None/Minimal in summer or semester breaks: will be working minimal or not at all during summer or semester breaks
- Clock #: enter clock number where employees will swipe from—see [Clock List](#)

- Hours Per Week: indicate number of expected hours to be worked per week (*temporary job assignments must be for less than 30 hours/week*)
  - Pay Grade: indicate position grade (if unknown, please contact Compensation Analyst)
  - Hourly Rate: rate preapproved by HR (with Compensation Analyst)
  - Wage Labor Distribution: please indicate full wage labor distribution as well allocation percentage
    - These numbers should correspond to the wage budget line in your financial budget
    - **NOTE:** account numbers must be either 9210 (for regular assignments with at least 20 hours per week) or 9220 (for temporary assignments or regular assignments of less than 20 hours per week)
  - Special Circumstances: please indicate in the space provided any special circumstances applicable to this appointment
6. Obtain signature approvals from the following:
- Supervisor: employee's immediate Supervisor (**IMPORTANT:** enter ID#)
  - Next Level Supervisor: supervisor of employee's immediate Supervisor (enter ID#)
  - Asst VP Finance: ensure that they then forward to Compensation Analyst
  - Compensation Analyst: ensure that they then forward to Employment Office

