

Effective Date _____

CARS ID #: _____

Last Name: _____

First Name: _____

FROM

TO

Status

Status

Regular Full-Time Exempt (Salaried)
 Temporary Part-Time Non-Exempt (Hourly)
 Student
 Casual
 Leave of Absence

Regular Full-Time Exempt (Salaried)
 Temporary Part-Time Non-Exempt (Hourly)
 Student
 Casual
 Leave of Absence

Acct. No: _____ Schedule: _____ Hrs/Wk: _____
 (Include %)

Acct. No: _____ Schedule: _____ Hrs/Wk: _____
 (Include %)

Position No: _____ Job Grade: _____

Position No: _____ Job Grade: _____

Position Title: _____

Position Title: _____

Location: _____ Work Phone: _____

Location: _____ Work Phone: _____

Dept: _____ Building Code: _____ Room #: _____

Dept: _____ Building Code: _____ Room #: _____

Annual Salary: \$ _____ Hourly Rate: \$ _____

Annual Salary: \$ _____ Hourly Rate: \$ _____

Position Supervisor: _____
 (Please Print)

Position Supervisor: _____
 (Please Print)

eTime Supervisor: _____ CARS ID#: _____
 (Please Print)

eTime Supervisor: _____ CARS ID#: _____
 (Please Print)

eTime Role

eTime Role

Employee Only eTime Supervisor Manager*

Employee Only eTime Supervisor Manager*

*If Manager,
eTime Dept(s)
to Access:

*If Manager,
eTime Dept(s)
to Access:

COMMENTS

*Temporary, Expected End Date: _____

New Hire Replaces: _____

TERMINATION⁺

Last Day Worked: _____

Reason for Leaving: Voluntary Involuntary

⁺Employee Signature: _____

APPROVAL SIGNATURES

Position Supervisor: _____ Date _____

VP/PROV. & Sr. VP: _____ Date _____

Dept. Head: _____ Date _____

Budget Office: _____ Date _____

Associate VP: _____ Date _____

Human Resources: _____ Date _____

EMPLOYEE RECORD FORM INSTRUCTIONS

This form is to be used for all new hires, status changes, leaves of absence, return from leave, and terminations. It replaces the previous Payroll Authorization Form, Change of Status Form, and Termination Form.

COMPLETE EFFECTIVE DATE AND EMPLOYEE'S CARS ID# FOR ALL ACTIONS.

STATUS SECTION

NEW HIRE: Complete **all** information in the "FROM" column except the *Termination* section. Check the "New Hire" box in the *Comments* section, and if a replacement, indicate former incumbent.

TRANSFER/PROMOTION/RECLASSIFICATION: Complete the "FROM" column showing all current employee information. Then Complete the "TO" column showing all information that is changing. Indicate reason for change (i.e., transfer, promotion, change from full-time to part-time, reclassification, etc.) in the *Comments* box.

TERMINATION: Complete employee's *Name* and *Status* information in the "FROM" column. Then complete all information in *Termination* box. Be sure to include the employee's actual last day worked. (The Effective Date of a termination will generally be the same as the Last Day Worked.) If possible, have employee sign the form in the indicated area of the termination box.

LEAVE OF ABSENCE: When an employee goes out on a leave, complete employee's *Name* and *Status* information in the "FROM" column. Then complete the *Status* information in the "TO" column, marking the *Leave of Absence* box. Record the Type of Leave i.e., FMLA, personal, military, etc. in the *Comments* box and indicate the expected Return Date. The Effective Date should be the first work day the employee is out of the office.

When an employee returns from a leave complete the employee's *Name* and *Status* information in the "FROM" column. Show the Status the employee is returning to (i.e., Regular, Full-Time, and Non-Exempt, etc.) in the "TO" column. Note "Return from Leave of Absence" in the *Comments* box. The Effective Date is the date the employee returns to the office.

EMPLOYEE SALARY SPLIT BETWEEN MULTIPLE ACCOUNTS: Show all information for *Status, Position, Location*, etc. Then show the Account Numbers and Percentage breakdown in the *Comments* box.

TEMPORARY EMPLOYEES: Complete all information in the "TO" column. Record the expected ending date of the temporary assignment in the *Comments* box.

eTIME SUPERVISOR: An employee's eTime Supervisor is the person who establishes the work schedule and is responsible for approving an employee's worked and non-worked time in the eTime system. For hourly employees, this time refers to hours worked (timecard) and paid time off requests. For salaried employees, this time refers to exception reporting and paid time off requests. Please note that the eTime Supervisor is not required to be and is not necessarily the employee's Position Supervisor. In these cases, the eTime Supervisor is acting as a proxy under the direction of the employee's Position Supervisor.

POSITION SUPERVISOR: The person directly responsible for conducting employee's performance appraisal and directing the employee's work assignments.

eTIME SECTION

eTIME ROLE: The eTime Role section refers to the level of access in eTime assigned to each employee.

***EMPLOYEE ONLY:** the employee will only be recording time for himself/herself.

***eTIME SUPERVISOR:** the employee will be responsible for overseeing time reporting for others (may include students). A Supervisor will only be able to access those employees designated with their Supervisor ID number. NOTE: This role can be someone other than the position supervisor.

***MANAGER:** the employee needs access to all employees within a certain department(s), indicate appropriate department(s) in the corresponding box. A Manager will be able to access all employees in the designated department(s), even those that have a Supervisor ID of another department member.