

## Employee Information

**Legal First Name & Last Name:** Please provide legal names whenever possible as that is how Banner allows us to search for people.

**Reason for Request:** What is it you are asking HR to do? The request reason selected will populate the fields needed within the rest of the form.

Make a Change to Current Position: making a change to an employee's existing position – whether it is their primary position or an additional position. Including, but not limited to: pay changes, schedule changes, job labor distribution changes, supervisor changes, etc.

New Primary Position: the employee's primary role at the college is changing.

New Additional Position: a current employee is offered another job, in addition to their primary job.

Interim Position: an employee is temporarily filling a position while a search is being conducted or a reorganization is taking place. Note if this request includes a title change that should *not be indicated in the directory*, please note in the supervisor comment section.

Stipend/Payment Request: a request to process a payment to an employee outside of their normal payroll amount – typically for additional duties or something along those lines.

Returning Seasonal Employee: an employee who works based on a season (such as summer painters or the Bates Morse Mountain Stewards), has agreed to return for a new season. All seasonal positions are required to provide an end date.

Extension of Temporary Position: an employee in a temporary position has agreed to their position being extended. All temporary positions are required to provide an end date.

**Bates ID#:** Access a list of your direct reports and their ID#'s in Garnet Gateway, either under Employee Dashboard Dashboard > My Team, or Employees > Supervisor Resources > My Team.

**Will this change involve a stipend?:** Yes or No. Yes will activate the stipend section below.

**Will this person be expected to drive Bates vehicles?:** All individuals who drive Bates vehicles need to have their driving history checked.

**Start/Effective Date:** In order for changes to be processed correctly, in accordance with payrolls, please reference the Staff Action Due Date Calendar linked on the form.

**Seasonal/Temp Work:** Seasonal employees are those that do not work year round but whose schedules are not determined by the academic year. Temporary employees are those hired on a short-term basis. Both of these types of positions require close monitoring by HR.

**Expected End Date:** This field is required for interim, seasonal, and temporary position requests, and available for a number of other requests that may be temporary

**Provide a synopsis:** What is it you're requesting we do? Please be as detailed and specific as possible.

**Name of the HR employee you worked with:** Ideally, HR is involved in most conversations about making changes to people or positions. If you aren't sure who to reach out to, please email [hrdept@bates.edu](mailto:hrdept@bates.edu).

**All changes in position or title for current employees must include a position description!**

Employees deserve to know what is expected of them. It is also essential for multiple avenues of compliance for HR from workers comp to unemployment. If you need assistance with writing a position description, please email

Dana Bosse at [dbosse@bates.edu](mailto:dbosse@bates.edu)

## Position Information

**No changes needed:** This box will deactivate the corresponding field so we know it is not changing.

**Job Title:** The official title of the position – should match the requisition, position description, etc.

**Department:** What department will the employee be working in?

**Campus Address:** Where are they located on campus? Building name and room number are appreciated if applicable.

**Campus Phone (for directory):** What number should be in the directory to contact this employee? Note that all Zoom numbers are issued by the IT Service Desk, which can be requested through their website.

**Standard Schedule:** This information helps HR determine benefit and leave categories. Do not exclude breaks from weeks per year. Note that Per Diem/On Call is an “as needed” employee and does not have a set schedule.

**Individual responsible for timesheet approvals and performance reviews:** Who is responsible for approving the employee’s Garnet Gateway timesheet and the employee’s annual performance review?

**Remote Work:** If an employee is working remotely, HR needs to know where they are working from in order to report taxes for the correct state. Any work done outside of the state of Maine must be approved by Payroll.

## Pay Information

**Changes in pay must be approved by an HR employee prior to submission.**

**Frequency of Pay:** Is the employee paid on a monthly or biweekly basis?

**Hourly:** What is the hourly rate of the employee?

**Annual Salary:** What is the annual salary of the employee?

**Fund and Org:** What is the budget funding information for this position? You can view a list of [Labor Orgs here](#).

## Supervisory Role Information – Previous Position

**Did this individual supervise...** If yes to any of these options, you will be asked to name who will take over this responsibility in the employee’s absence and attach a list of people the employee oversaw.

\*\* Please include names and Bates ID numbers in your attached list. There is a link to a template.

\*\* HR does not need to know who approves timesheets in the Kronos system.

## Supervisory Role Information – New Position

**Will this individual supervise...** If yes to any of these questions, you will be asked to attach a list of people the employee will oversee.

\*\* Please include names and Bates ID numbers in your attached list. There is a link to a template.

\*\* HR does not need to know who approves timesheets in the Kronos system.

## Stipend/Payment Information

**Fund, Org, Account, Activity, Location:** What is the budget information for this payment?

\*\* One payment can be broken down to multiple funding locations.

**Amount:** How much will be charged to the budget line provided?

**Start Date/End Date:** When was the work performed that the individual is being paid for?

\*\* Payments are made in accordance with the timeframes the work is performed.

**Ongoing:** Use this option for stipends that do not have a set end date at the time of submission. Often used for interim appointments or temporary workload shifts.

**Justification/Description:** Please give a brief synopsis of why the stipend/payment is being requested.

## Supervisor Acknowledgement

**Comments/Etc:** If you have further information to add, please do so here.

**Supervisor Signature:** Make sure to verify your email after submitting the form to ensure HR receives it and can begin processing your request.

**Attachments:** If you have any additional attachments to provide, please do so here.