

# MILES COLLEGE - PERSONNEL CHANGE NOTICE

Date: \_\_\_\_\_

Exempt   
Non-Exempt

**Employment**

New Hire                       Rehire (date last worked) \_\_\_\_\_  
 Regular                       Part-time                       Faculty (Adjunct)  
 Full-time Temporary                       Other \_\_\_\_\_  
 Temporary

Department \_\_\_\_\_ Position \_\_\_\_\_  
Employee Name \_\_\_\_\_ SS# \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_ E-mail \_\_\_\_\_

Hire Date \_\_\_\_\_ Start Date \_\_\_\_\_ Contract End \_\_\_\_\_  
Education:  B.S /B.A.     M.S /M.A.     Doctorate     Other \_\_\_\_\_  
Rate/Salary \$ \_\_\_\_\_ Bi-Weekly \$ \_\_\_\_\_ Month \$ \_\_\_\_\_ Per Hr. \$ \_\_\_\_\_

**EMPLOYMENT ADJUSTMENT(S)**

Faculty     Adjunct     Staff

**Class Cancellations**

|                            |                                     |
|----------------------------|-------------------------------------|
| <u>Original Class Load</u> | <u>Adjusted Class Load</u>          |
| # Classes _____            | # Classes after Cancellations _____ |
|                            | As-of-date _____                    |

|                            |                        |
|----------------------------|------------------------|
| Original Pay Rate \$ _____ | Adjusted Rate \$ _____ |
|                            | As-of-date _____       |

| <i>Pay distribution</i> | <i>Cost Center</i> | <i>% of Time</i>    | <i>% of Salary</i>  |
|-------------------------|--------------------|---------------------|---------------------|
| <u>Department/Grant</u> | <u>Cost Center</u> | <u>Distribution</u> | <u>Distribution</u> |
| 1. _____                | _____              | _____               | _____               |
| 2. _____                | _____              | _____               | _____               |
| 3. _____                | _____              | _____               | _____               |
| 4. _____                | _____              | _____               | _____               |

**Total Effort    100%**

APPROVALS

|                      |       |          |       |
|----------------------|-------|----------|-------|
| Immediate Supervisor | Date  | Employee | Date  |
| _____                | _____ | _____    | _____ |

|                  |       |           |
|------------------|-------|-----------|
| Department Chair | Dean  | President |
| _____            | _____ | _____     |

Vice President of Finance/Administration  
\_\_\_\_\_