

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.

STAFF

Rate Sheet

Employee Type (select one) • New • Dept Transfer • Internal Transfer • Additional Position • Incumbent

Name _____ Andrews ID # _____ Effective Date _____

ACTION