

## **NEW HIRE ACTION FORM INSTRUCTIONS**

The purpose of this form is to gather all information needed to hire **new** employees in one form for use by the following campus offices: Hiring Department, Departmental Chair/Supervisor, Departmental Dean/Director, Associate Vice President of Academic Support Services, Division Vice President, Vice President for Business Affairs, Controller, Human Resources Office and the Office of the President. This form will replace the Staff/Service Hiring Request and the Departmental Appointment Request for **new** employees only.

### **SECTION 1 (Personal Information):**

Enter all personal information for the proposed employee. All blanks are required, if known.

### **SECTION 2 (Reason for Action):**

Please check all that apply. Glossary of terms listed below.

Glossary of Terms:

- **New Hire** – The proposed employee is not currently an employee of UNA in any capacity.
- **Appointment (Continuous)** – An appointment with an open-ended contract.  
(Ex.: exempt employee or faculty employee with tenure status granted at time of hire.)
- **Terminal Appointment** – An appointment with a contract end-date.  
(Ex.: faculty employee with a non-tenure-track appointment, adjunct faculty, part-time temporary staff, or full-time temporary staff)
- **Appointment (Probationary)** – An appointment that includes a 90 day probationary period.  
(Ex.: faculty employee with a tenure-track appointment who has not yet gained tenure status, non-exempt staff employee, full-time or part-time)

**Start Date** – The proposed effective date of employment.

**End Date** – The end of contract date (for Terminal Appointments only). If hiring an employee with a status of Appointment (*Continuous*) or Appointment (*Probationary*) this will be left blank.

### **SECTION 3 (Proposed Employee Status):**

Please check one from a, b, and c. Glossary of terms listed below.

Glossary of Terms:

- **Regular** – A proposed employee whose appointment is indefinite.
- **Temporary** – A proposed employee whose contract has an end-date. Assignment may be full-time or part-time. If full-time, health insurance must be offered if contract exceeds 60 days. If part-time, health insurance is not available.
- **Full-Time** – A proposed employee who will work at least 40 hours per week for 12 months per year (equal to 2,080 hours per year) or a faculty member who will have a full-time assignment.
- **Part-Time** – A proposed employee who will work 19 hours or less or 30-39 hours per week.
- **Half-Time** – A proposed employee who will work 20-29 hours per week.
- **Staff Exempt** – An employee who is not subject to the time keeping and other provisions of the Fair Labor Standards Act (FLSA) because of the salary level and the nature of the work. (Exempt employees are not compensated for overtime.)
- **Staff Non-Exempt** – An employee who is subject to the time keeping and other wage and hour provisions of the FLSA. (Non-Exempt employees are compensated for overtime.)

### **SECTION 4 (Proposed Faculty Type):**

Please check one from sections e, f, and g if Faculty was selected in Section 3c. Glossary of terms listed below.

Glossary of Terms:

- **Tenure-Track** – An appointment for a full-time faculty position subject to university policy on tenure and any provision in an individual contract of employment. Regular faculty have full entitlement to the rights, privileges, and benefits accorded faculty by the University.
- **Non-Tenure Track** – An appointment for a faculty position (full-time, half-time, or part-time) for a limited period of time--normally one term or one academic year--with the appointment terminating automatically at the end of the

period specified. Non-tenure track faculty are not eligible for promotion or tenure, but do share-- during the period of employment-- the general responsibilities, privileges, and benefits accorded regular faculty.

- Tenured – An appointment for a full-time faculty position with a status of tenure included in the contract. Tenured faculty have full entitlement to the rights, privileges, and benefits accorded faculty by the University.
- 9 month – A faculty contract that covers a nine-month period of time.
- 12 month – A faculty contract that covers a twelve-month period of time.
- Adjunct – An appointment for a part-time faculty position specifying both the part-time workload and the period of time--normally one term--with the appointment terminating automatically at the end of the period specified. Adjunct appointments are limited to less than a full-time teaching load. Adjunct faculty are not eligible for promotion or tenure.
- Half-Time – A faculty contract for an appointment that is equal to half the teaching load of regular (tenure-track or non-tenure track) faculty positions. All half-time faculty positions will be considered non-tenure track. The contract will be for half-time of one school year (9 months) or full-time for one semester only.
- Summer – A summer faculty contract for current 9 month faculty employees only.
- Administrator with Faculty Rank – Any administrator included in the following list: Dean of the College of Arts and Sciences, Dean of the College of Business, Dean of the College of Education, Dean of the College of Nursing and Allied Health, the Vice President for Academic Affairs and Provost, and the President of the University.
- General Instructional Faculty – Full-time faculty in the Colleges of Arts and Sciences, Education, and Nursing and Allied Health.
- International Program Faculty – Full-time, part-time, or half-time faculty in the Center for International Programs.
- Kilby Faculty – Full-time faculty in the College of Education who teach in the Kilby Laboratory School on campus.
- Ed Tech/Collier Faculty – full-time positions in Educational Technology or Collier Library that hold faculty rank.
- \*COB Acad Qual Participating – College of Business academically qualified participating faculty member.
- \*COB Prof Qual Participating – College of Business professionally qualified participating faculty member.
- \*COB Other Participating – College of Business other participating faculty member.
- \*COB Acad Qual Supporting – College of Business academically qualified supporting faculty member.
- \*COB Prof Qual Supporting – College of Business professionally qualified supporting faculty member.
- \*COB Other Supporting – College of Business other supporting faculty member.
- Research Professional – A supplement to a faculty contract, in the College of Business, for research services.
- Chair Supplement – A supplement to a faculty contract in all colleges for the designation of Chair of an academic department.
- Stipend – A supplement to a faculty contract for payment of other duties as assigned.

*\*Definitions according to the University of North Alabama College of Business AACSB Faculty Qualifications document*

### **SECTION 5 (Proposed Position Information):**

Please enter information in each blank, if known. Glossary of terms listed below. Position # and Position Class will be filled out by the Office of Human Resources only.

#### Glossary of Terms:

- Position Title – The title of the position.
- Department/Office Name – The name of the department or office of the proposed employee.
- Rank (if Faculty): The rank of the proposed faculty member (Instructor, Assistant Professor, Associate Professor, or Professor). Please choose the correct rank in the drop-down menu.
- Name of Time/Leave Approver: The name of the employee who will review and approve the time sheet or leave report of the proposed employee.
- Total Annual Salary (Exempt/Faculty): The total amount of salary to be paid to the proposed employee over a time period of one year.
- Hourly Rate (Non-Exempt): The total amount of yearly salary to be paid to the proposed employee divided by the number of hours worked per year (2,080).
- Grade (if Staff Exempt or Non-Exempt): The salary grade as listed in the posting information. For a list of salary grades, please visit the HR Website by clicking the following link:  
<http://www.una.edu/humanresources/files/forms-links/2008%20Pay%20Plan.pdf>.

**SECTION 6 (Comments):**

Please enter any additional information needed to process the hire of the proposed employee.

**SECTION 7 (Salary):**

Please enter the base salary of the proposed employee. This will be the salary not including any supplements, stipends, etc. Definitions of account types listed below in Section 8.

**SECTION 8 (Additional Salary Components):**

Please enter any additional salary components in this area.

Shift Differential: Please check yes or no to indicate if the proposed employee will be receiving a shift differential (to be used only for those positions that are regularly assigned to second or third shift).

Banner Salary Line Amount: Please enter the amount of money that is listed in the budget line for this position.

Banner Information Table:

- Payment Type: Please choose the payment type abbreviation from the drop-down menu here. Most payment type abbreviations correspond to choices in Section 4g. Abbreviations are listed below.

PAYMENT TYPE ABBREVIATION CODES	
ABBREVIATION	PAYMENT TYPE
BASE	Base Salary
RP	Research Professional
CHRSP	Chair Supplement
STIP	Stipend
ADJFS	Adjunct Fall/Spring
ADJSUM	Adjunct Summer
GRNT	Grant
OTHR	Other

- FUND: Please enter the Banner fund account number from which the payment for each payment type listed will be paid. *(Please leave blank if unknown.)*
- ORGN: Please enter the Organization code account number from which the payment for each payment type listed will be paid. *(This is a REQUIRED field).*
- ACCT: Please enter the Account code account number from which the payment for each payment type listed will be paid. *(This is a REQUIRED field).*
- PROG: Please enter the Program code account number from which the payment for each payment type listed will be paid. *(Please leave blank if unknown.)*
- % EMP SALARY: This section should be calculated.
- DOLLAR AMOUNT: Please enter the dollar figure associated with each payment type.
- TOTALS: These sections should be calculated.

**\*PLEASE PRINT THE FORM NOW. TO SAVE A COPY BEFORE PRINTING, CLICK FILE, SAVE AS, AND CHANGE THE NAME OF THE DOCUMENT TO AN APPROPRIATE NAME.\***

**SECTION 9 (Approvals):**

This section will be used by the different approval levels across campus. After signing the line that corresponds to your job title, please forward the New Hire Action Form to the next level for approval.