

BUMG FORM Selection/ Backup Documentation/Comments for New Hires & Changes to Compensation Plans

| Transaction | | Documentation/Comments |
|---|--|---|
| New Hire | <ul style="list-style-type: none"> OM form (set up position): <u>Note in Comments</u>: "Setting up for New Hire" | <ul style="list-style-type: none"> Offer Letter Offer Letter Amendment if applicable (for changes on: start date, percent time or salary) Faculty appointment letter, if approved Note in Comments: <i>"# of estimated hours per week"</i> (Needed to determine setup as FT or PT) |
| | <ul style="list-style-type: none"> PA form (hire employee) | <ul style="list-style-type: none"> Offer Letter Offer Letter Amendment if applicable (for changes on: start date, percent time or salary) Salary letter Faculty appointment letter, if approved Note in Comments: <i>"# of estimated hours per week"</i> (Needed to determine setup as FT or PT) |
| Maintain & EPU (if change to Salary & %time) or & Salary Change (if only change to Salary) | <ul style="list-style-type: none"> Increase or decrease to salary -per comp plan | <ul style="list-style-type: none"> <u>Note in Comments</u>: <i>"Change per BUMG compensation plan"</i> |
| | <ul style="list-style-type: none"> Increase to salary - outside comp plan | <ul style="list-style-type: none"> <u>Note in Comments</u>: <i>"BUMG Change outside comp plan"</i> |
| | <ul style="list-style-type: none"> Decrease to salary - outside comp plan (with decrease to % time) | <ul style="list-style-type: none"> <u>Note in Comments</u>: "Decreasing Salary & %time, please see attached." Letter of notification or email acknowledgement by faculty |
| | <ul style="list-style-type: none"> Decrease to salary - outside comp plan (remaining at 100% time - must be 40 or more hours per week) | <ul style="list-style-type: none"> <u>Note in Comments</u>: <i>"# of estimated hours per week"</i> (needed to determine setup as FT or PT) |

***NOTE:** When processing OM forms to update position information, you must wait until the form completes and the changes are visible in the PA forms before submitting the PA forms. The sync between OM data and PA forms runs every 2 hours. *If you do not wait until the changes are reflected in the PA forms, then the updates will NOT be reflected on the employee's record.*