Carbondale Campus End User Business Processes

PROCESS – Faculty and Administrative/Professional Staff: Change of Assignment Process

Process: Follow this process to change the status of a faculty or administrative/ professional staff member.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* http://eforms.siu.edu/

Actions:

Responsible Party	Action
Department/Dean	1. Prepares *Change of Assignment, Title or Conditions of Assignment for Faculty or Administrative/ Professional Staff* form. Prepares *Assignment Costing* form, if the change involves a change in costing. (If the only change is a change of costing, no *Change of Assignment* form is required.)
Employee	2. Signs *Change of Assignment* form.
Administrative Channels	3. Approves *Change of Assignment*, and/or *Assignment Costing* forms. The last approver submits the form(s) to Human Resources.

Human Resources	4. Reviews change for compliance with University policies. Verifies funding requirements, rate, etc. Enters position, budget, person, assignment, costing, and payroll information in HRMS. Makes and distributes copies of the form(s) to:
	  ▪ Payroll, for verification purposes
	  ▪ Employee Benefits
	  ▪ Employee file (original)
	  ▪ Employee
	  ▪ Vice Chancellor area

Vice Chancellor Area	5. Copies and distributes form(s) to dean/ director. Maintains a copy for vice chancellor area records.
Dean/ Director	6. Copies and distributes form(s) to Department. Maintains a copy for dean/director area records.
Department	7. Maintains copy for departmental records.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in changing the status of a faculty or administrative/professional staff member. For more detailed information, the end user should also consult the *Employee Handbook* and SIUC *Personnel Policies*. Both of these documents may be accessed via Human Resources homepage at http://hr.siu.edu/

The *Change of Assignment Process* should not be followed to extend a term appointment. An additional appointment may be given following the *Faculty or Administrative/Professional Staff Appointment Process*.

A list of the documentation required to process a faculty or administrative/professional change of assignment follows.

Form	Source
Change of Assignment, Title or Conditions of Assignment for Faculty or Administrative/ Professional Staff	*http://eforms.siu.edu/siuforms/info/hro3010.html*
Assignment Costing Form[1]	*http://eforms.siu.edu/siuforms/info/hro1001.html*
Funds Allocation Request[2]	*http://eforms.siu.edu/siuforms/info/hro1006.html*

[1]   If the change involves a change in costing.

[2]   If necessary to establish or transfer funds to support the position. Departments/approvers should keep a copy of the completed form. A copy will not be returned from Human Resources after processing.