

The Research Foundation of State University of New York  
**CHANGE/EXTENSION/TERMINATION FORM**  
 (Upon completion of this form, please return it to Office of Human Resources, 216 Bray Hall)

FOR OFFICE USE ONLY	
TUITION Source _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
SPRING 20 _____	
FALL 20 _____	
Emp Cat: Adm ___ SP ___ Agy	

**PROJECT DIRECTOR COMPLETES CURRENT INFORMATION ABOUT EMPLOYEE**

EMPLOYEE'S LAST NAME		FIRST NAME		<input type="checkbox"/> Dr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.			
TITLE			CURRENT SALARY END DATE		% OF FTE		
STATUS		SALARY (actual earnings)		PROJECT#	AWARD#	TASK#	LD%
<input type="checkbox"/> Employee - SUNY FT Undergrad		<input type="checkbox"/> Annual \$ _____					
<input type="checkbox"/> Employee - SUNY FT Grad		<input type="checkbox"/> Biweekly \$ _____					
<input type="checkbox"/> Employee - Regular		<input type="checkbox"/> Hourly \$ _____					
<input type="checkbox"/> Employee - Summer		approximate hours per week _____					
		<input type="checkbox"/> Summer \$ _____					

**PROJECT DIRECTOR COMPLETES THIS SECTION WITH ANY CHANGES**

NAME CHANGE		NEW ADDRESS					
NEW TITLE		New % of FTE *see page 2 _____		SALARY EXTENSION START DATE * Retroactive changes to PTA require justification below		SALARY EXTENSION END DATE	
		WORK REGION **see page 2 _____					
STATUS _____ Employee - SUNY FT Undergrad _____ Employee - SUNY FT Grad _____ Employee - Regular _____ Employee - Summer							
RESIGNATION/TERMINATION DATE (last day of work)		SALARY (actual earnings)		PROJECT#	AWARD#	TASK#	LD%
REASON FOR RESIGNATION/TERMINATION		_____ Annual \$ _____					
		_____ Biweekly \$ _____					
		approximate hours per week _____					
FORWARDING ADDRESS		_____ Hourly \$ _____					
		_____ Summer \$ _____					
PROJECT DIRECTOR APPROVAL/Signature _____ DATE _____ (required for all)				DEPT CHAIR/DIRECTOR APPROVAL/Signature _____ Date _____ <b>REQUIRED FOR ALL PI &amp; CO PI APPOINTMENTS</b> (for departments that require, see reverse side for listing)			

**ADDITIONAL APPROVALS**

OFFICE OF RESEARCH PROGRAMS/Signature _____ DATE _____		OPERATIONS MANAGER or DESIGNEE _____ DATE _____	
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**OFFICE USE ONLY**

EMPLOYEE #		DATE REVIEWED REQ SUBMITTED TO HR					
I-9 COMPLETED _____ Yes _____ No		DATE I-9 COMPLETED _____		VISA TYPE		WORK AUTH EXP DATE	
_____ 37.5 NONEXEMPT _____ 37.5 EXEMPT		LETTER/PNR DONE		STUDENT STATUS CHECKED			
START DATE VERIFICATION:				GRAD/ VISA SHARE FILE DONE			
E-VERIFY STATUS		AUTHORIZATION DATE:		CASE VERIFICATION #:		RPA COPY TO BURSAR	
DATE INPUT BY		LD		COPY TO PAYROLL			
SPECIAL NOTES/ *include justification for retroactive PTA change							

\* For purposes of pay calculation under the requirements of the Fair Labor Standards Act (FLSA) of 1938 as amended, the Research Foundation (RF) has established a workweek period that extends from Saturday at 12:00 a.m. through Friday at 11:59 p.m. Within this workweek period, the Research Foundation has established either a 37.5-hour or 40-hour standard workweek as the basis for full-time employment [1.0 Full Time Equivalent (FTE)]. Part-time employment is calculated on the standard workweek.

The designation of standard work week is based upon position requirements. Although assigned a specific standard workweek relative to the core business hours of the college which is 37.5 hours per week, exempt employees are not covered under the overtime provisions contained within the Fair Labor Standards Act (FLSA). As such, they may be required to work hours outside of their standard workweek, based upon job responsibilities or business need.

<b>**WORK REGION</b>	<b>DESCRIPTION</b>
1. Great NYS	Other than NYC, Long Island and Westchester
2. International	Outside the U.S.
3. Long Island and Westchester	Suffolk, Nassau, Westchester Counties
4. NYC	Manhattan, Brooklyn, Queens, Bronx, Staten Island Boroughs
5. Out of State	U.S. Outside of NYS

#### **Dept Chair Signature Requirements**

*Note: NO signatures are required for hourly students*

**Chemistry Department** - Chair signature NOT required **(Required for all PI and CO PI Appointments)**

**Environmental and Forest Biology Department** – Chair signature NOT required **(Required for all PI and CO PI Appointments)**

**Environmental Resources and Forest Engineering Department** - Chair signature NOT required **(Required for all PI and CO PI Appointments)**

**Environmental Studies Department** – Chair signature NOT required **(Required for all PI and CO PI Appointments)**

**Forest and Natural Resources Management Department** – Chair signature required

**Landscape Architecture Department**- Chair signature NOT required **(Required for all PI and CO PI Appointments)**

**Paper Science and Engineering Department** - Chair signature required