

Change/Extension/Termination Form

Please return the completed form to jmomara@esf.edu AND robryant@esf.edu

Current Employment Information

Last Name: _____ First Name: _____ Prefix: _____
 Email Address: _____ Current Title: _____
 Current Salary End Date: _____ Current % of FTE: _____
 Employee Status: ☐ SUNY FT Undergrad ☐ SUNY FT Grad ☐ MS ☐ PhD ☐ Regular ☐ Summer ☐ Postdoctoral Associate
 Current Salary (Actual Earnings): _____ Annual \$ _____
 _____ Biweekly \$ _____
 _____ Hourly \$ _____
 For hourly: approximate hours per week: _____
 _____ Summer \$ _____

Project #	Award #	Task#	LD%	Project #	Award #	Task#	LD%
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Project Director Completes This Section with Applicable Changes

Last Name: _____ First Name: _____ Prefix: _____
 New Mailing Address (street, city, state, zip): _____
 Resignation/Termination Date (last day of work): _____ See page 2: New % of FTE: _____ Work Region: _____
 Reason for Resignation/Termination: _____
 New Title: _____
 Changes to Tuition? ☐ Yes ☐ No Full Tuition _____ OR _____ # of Credits/indicate academic year (Fall _____ Spring _____)
 Salary Extension Start Date: _____ Salary Extension End Date: _____
**Retroactive changes require justification*
 Employee Status: ☐ SUNY FT Undergrad ☐ SUNY FT Grad ☐ MS ☐ PhD ☐ Regular ☐ Summer ☐ Postdoctoral Associate
 Salary (Actual Earnings): _____ Annual \$ _____
 _____ Biweekly \$ _____
 _____ Hourly \$ _____
 For hourly: approximate hours per week: _____
 _____ Summer \$ _____

Project #	Award #	Task#	LD%	Project #	Award #	Task#	LD%
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Required for all: Project Director Approval (signature)	Date	Dept Chair/Director Approval (signature)	Date
_____	_____	_____	_____

Only required for summer faculty appointments

Office Use Only:

Employee # _____ Date Reviewed Req Submitted to HR: _____ RCR Training Completion Date: _____
 Visa Type: _____ 37.5 Nonexempt 37.5 Exempt
 Work Authorization Expiration Date: _____ Updated I-9 Needed: ☐ Yes ☐ No ☐ N/A If I-9 needed, date emailed employee: _____
 Update Visa Share File: _____ If Updated I-9 Needed, Completed Date: _____
 Current Tuition: ☐ Yes ☐ No Full Tuition _____ OR _____ # of Credits/indicate academic year (Fall _____ Spring _____)
 Letter/PNR Done: _____ Student Status Checked: _____ Scanned to ORP: _____
 Date Input By: _____ LD: _____ Copy to Payroll: _____ Update Grad Health List: _____
 *Special Notes (include justification for retroactive PTA change): _____

Office of Research Programs Section:

Tuition: ☐ Yes ☐ No Source: _____ Spring: _____ Employee Category: ☐ Adm ☐ SP ☐ Agy
 Tuition: ☐ Full Tuition ☐ # of credits approved Fall: _____ RCR/CITI Training Required: ☐ N/A ☐ Yes
 Amount to charge \$ _____ If yes, Learning Group: ☐ 1 ☐ 2 ☐ 3

Office of Research Programs Approval (signature)	Date	Operations Manager or Designee Approval (signature)	Date
_____	_____	_____	_____

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* 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 12:00am through Friday at 11:59pm.

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.

*** WORK REGION**

1. Great NYS
2. International
3. Long Island and Westchester
4. NYC
5. Out of State

DESCRIPTION

- Other than NYC, Long Island and Westchester
Outside the U.S.
Suffolk, Nassau, Westchester Counties
Manhattan, Brooklyn, Queens, Bronx, Staten Island Boroughs
U.S. Outside of NYS