

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		_____ Dr. _____ Mrs. _____ Miss _____ Ms. _____ Mr.		
TITLE			CURRENT SALARY END DATE		% OF FTE	
STATUS _____ Employee - SUNY FT Undergrad _____ Employee - SUNY FT Grad _____ Employee - Regular _____ Employee - Summer	SALARY (actual earnings)		PROJECT#	AWARD#	TASK#	LD%
	_____ Annual \$ _____					
	_____ Biweekly \$ _____					
	_____ Hourly \$ _____					
	approximate hours per week _____					
_____ 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			
RESIGNATION/TERMINATION DATE (last day of work)		WORK REGION **see page 2 _____					
STATUS _____ Employee - SUNY FT Undergrad _____ Employee - SUNY FT Grad _____ Employee - Regular _____ Employee - Summer							
REASON FOR RESIGNATION/TERMINATION		SALARY (actual earnings)		PROJECT#	AWARD#	TASK#	LD%
_____		_____ Annual \$ _____					
_____		_____ Biweekly \$ _____					
_____		approximate hours per week _____					
FORWARDING ADDRESS		_____ Hourly \$ _____					
_____		_____ Summer \$ _____					
PROJECT DIRECTOR APPROVAL/Signature (required for all)			DATE	DEPT CHAIR/DIRECTOR APPROVAL/Signature REQUIRED FOR ALL PI & CO PI APPOINTMENTS (for departments that require, see reverse side for listing)			Date

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.

**WORK REGION	DESCRIPTION
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 NOT required **(Required for all PI and CO PI Appointments)**

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

Paper Science and Engineering Department - Chair signature required