

## PERSONNEL ACTION – REASSIGNMENT (SAME ORGANIZATIONAL UNIT) INSTRUCTIONS FOR COMPLETING FORM

### Reason

The Personnel Action – Reassignment (same organizational unit) is used when an employee's organizational assignment is changing for the following reasons:

- FTE Percentage (%) Change – Change in percent (%) time worked with a change in salary.
  - Employee initiated FTE request
  - Department initiated – Please contact Human Resources for assistance at 513-556-6381.
  - Faculty FTE change (Note: Follow Provost guidelines)

Note: If the salary with the FTE change falls below the FLSA Guidelines (\$1,971.67/mo. or \$23,660.04 for monthly/exempt positions), please contact the Compensation Department at 513-556-6381.

Any FTE change that affects benefit eligibility must be completed through the PeopleAdmin process. (New Position – Staff)

- Faculty Track Switch
- Faculty Tenure Granted – Used when a faculty tenure decision is made without a promotion.

### Effective Date of Change

The effective date of the change should, whenever possible and as permitted by contracts and policies, be the beginning of a payroll process.

### Employee Information

Complete this section of the form for all reasons.

Data to Provide	Reason		
	FTE% Change	Track Switch	Tenure Granted
Position Title		X	X
Pay Frequency	X	X	
Rate of Pay	X	X	
Pers Area/Sub Area	X	X	X
EE Group/Sub Group	X	X	X
FTE % (0-100%)	X		
Faculty Tenure Status		X	X

- VP level approval is required for all Requests for Reassignment personnel actions.
- Position information (personnel area/sub area and employee group/sub group) is viewable for all positions using the “PPOSE” transaction in the HR system.

Submit completed and approved form to: Human Resources at (fax) 513-556-9652, or email to [hrpeis@uc.edu](mailto:hrpeis@uc.edu).