ENST PERSONNEL ACTION REQUEST FORM

This form must be completed and submitted to start processing your personnel request.†

EMPLOYMENT (PAID OR NON-PAID) MAY NOT BEGIN BEFORE THE APPOINTMENT HAS BEEN APPROVED IN WORKDAY.

FORM INSTRUCTIONS

TITLE OF POSITON BEING REQUESTED/MODIFIED:_____

If applicable, please provide the following Employee information: NAME:_____

UID: _____ **CURRENT TITLE:** _____ **EMAIL:**_____

TYPE OF PERSONNEL ACTION BEING REQUESTED ***(Please check one)***	**Target Start Date**	**Target End Date**
☐ Creation of New Position ☐ Change to Current Position ☐ Add Job ☐ Extension/Renewal ☐ Administrative Increment ☐ Overload	_____	_____
☐ End/Termination of Current Position or Resignation – *Indicate the Reason and End Date for this action.* *Reason:*_____ Written correspondence will be needed for this request. *Note: It is critical to communicate all terminations and resignations to HR personnel for all employee types* ***before*** *they occur to avoid Payroll, Benefits, Tax and/or other implications.*		**End Date** _____

EMPLOYEE TYPE

☐ **FACULTY:** ☐ FULL-TIME ☐ PART-TIME ☐ NON-PAID

☐ Tenure/Tenure Track Faculty
☐ PTK (Non-Tenure Track Faculty)
(e.g., Lecturers, Postdocs, Faculty Assistants, etc.)

☐ Salaried Faculty
☐ Hourly Faculty
_____ Hours per week

☐ Affiliate
☐ Adjunct
☐ Special Member of Grad Faculty

☐ **STAFF:** ☐ EXEMPT ☐ NON-EXEMPT ☐ NON-PAID

☐ REGULAR
☐ Full-time
☐ Part-time

☐ CONTINGENT II
☐ Full-time
☐ Part-time

☐ CONTINGENT I (Hourly)
_____ Hours per week

Click below to View the CI:
Guidelines and Frequently Used Titles & Hourly Rates

☐ **STUDENT:** Credit Hours Enrolled: _____ Graduation Date: _____ ☐ NON-PAID

☐ Undergraduate (hourly) ☐ Graduate (hourly): ☐ Master's ☐ PhD ☐ Graduate Assistant (stipend): ☐ Master's ☐ PhD | ☐ Administrative ☐ Research ☐ Teaching

If this is a ***Volunteer and/or International*** *personnel request, please check the appropriate box(es) below.*

☐ *This is a* ***non-paid*** ☐ *Volunteer* ☐ *Intern* ***or*** ☐ *Trainee. Signed Forms are needed: Consent & Release Form, Volunteer Application and Work Permit (Work Permit is only needed for Minors/those under 18 years old)*

☐ *This is an International hire. Please indicate their Visa Status below. Additional documentation and time will be needed for processing. Check Visa Status:* ☐ *F-1 Student* ☐ *F-1 Student OPT* ☐ *G-1* ☐ *H-1B* ☐ *J-1 Student* ☐ *J-1 Non-Student* ☐ *J-1 Intern* ☐ *L-2* ☐ *Permanent Resident* ☐ *Other (Please specify):*_____

Proposed Salary/Wage: _____ ☐ Annual Salary ☐ Hourly Wage

Proposed Pay Range: _____

Additional Details: _____

_____

Is permanent space, either shared or private, and/or equipment *(i.e., computer, printer, etc.)* being requested for this position? If so, please specify: _____

_____

Source of Funds	Costing Allocation	Budgeted Amount	%	Start Date	End Date
☐ Fed/Capacity ☐ State ☐ County ☐ Grant		$			
☐ Fed/Capacity ☐ State ☐ County ☐ Grant		$			
☐ Fed/Capacity ☐ State ☐ County ☐ Grant		$			
☐ Fed/Capacity ☐ State ☐ County ☐ Grant		$			
☐ Fed/Capacity ☐ State ☐ County ☐ Grant		$			

To submit this request, please upload the completed form at https://enst.umd.edu/people/resources-forms/

APPROVALS:

Request Completed By: _____ Date: _____

Supervisor/PI Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

Fiscal Officer Signature: _____ Date: _____

Dept Head Signature: _____ Date: _____

(Determined by HR or Fiscal Officer)

† **Updated Processing Times** (includes Workday processing time, and College and Provost-level approvals)**:**

- **Hourly student appointments:** Allow **7-10 business days** for processing and Workday approvals from the time all paperwork and payroll forms have been submitted to ENST HR to the completion of the hiring action in Workday.
- **Hourly faculty and staff positions:** Allow **30 - 45 business days** for processing and Workday approvals. This includes College approval of the position, submission of all paperwork and payroll forms by the employee to ENST HR, completion of their I-9/E-Verify, background check, export control clearance, and approval of all actions in Workday that are needed to complete the hire.
- **Regular faculty and staff positions:** Allow **60 - 90 business days** for processing. This includes College approval of position, creation of job requisition and posting in Workday and the search, interview, and selection process. The selected candidate will then need to submit their paperwork and payroll forms to ENST HR, complete their 9/E-Verify, background check, export control clearance, and approval of all actions in Workday that are needed to complete the hire.
- **International hires (non-paid):** Allow **30 - 90 days** or more depending on the type of Visa, program, and county of origin.
- **International hires (paid):** Allow **60 - 180 days** or more depending on the type of Visa and country of origin.

Required Process & Documentation for all UMD Hires Prior to work:

- **Form I-9 & E-Verify Completion and Clearance** for work must be done for all hires at UMD prior to them beginning to work. UMD policy requires that verification and clearance for work of all employees hired by the University be provided by the Department of Homeland Security and the Social Security Office prior to the start of work. No employee should be permitted to begin work prior to completion of this process and prior to the creation of a Workday appointment. Doing so would violate UMD policy and subject the University to fines that may be imposed on the hiring department. Backdating appointments is highly discouraged and is only done in rare circumstances. Therefore, planning ahead is key for all new and returning hires.
- **Current (unexpired) forms of identification per Form I-9 requirements** must be submitted in order to begin the verification and hiring process.
- **Payroll Forms:** W-4 Form, MW507 Form or other applicable state form (e.g., DC, VA, WV), Direct Deposit Form, and additional forms for International Hires (based on their Visa status) must be submitted at the time of hire for payroll purposes.

ENST HR Representatives: Ruth Koster (rkoster@umd.edu), Tina Scites (tscites@umd.edu), and Traci Jackson (tt1jacks@umd.edu)