

## EMPLOYEE CHANGE FORM

### HUMAN RESOURCES INFORMATION

Effective Date: 12/16/23	Last Name: Sadeghi	First Name: Elham	Middle Initial:	Employee #: 147879
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#### ONLY ENTER INFORMATION IN THE FIELDS BELOW WHEN INFORMATION IS CHANGING

**For less than 100% FTE:** the **ANNUAL** salary should reflect the **actual % of effort**. The salary should NOT reflect the annualized salary, which is the salary amount an employee earns when the FTE% is 100%. A change in FTE% represents an increase or a decrease in the actual hours worked.

☒ FTE 50% \_\_\_\_\_. If the new FTE is less than 100% and for a non-student, an [Employee Work Schedule](#) must accompany this form.

☒ Salary/Period End Date: Month 8 Day 31 Year 2024

☐ Annual \$ \_\_\_\_\_ (B/W) \_\_\_\_\_ Prior Salary \$ \_\_\_\_\_

☐ Hourly Rate \$ \_\_\_\_\_ ☐ Other \_\_\_\_\_

☐ Supervisor/Timesheet Approver \_\_\_\_\_

☐ SUNY Student Graduation Date: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

☐ Work Authorization Date: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

### NOTES / EXPLANATIONS

Extending through end of grant 8/31/24

### LABOR DISTRIBUTION

+ / -	Project	Task	Award	Organization	Expenditure Type	Start Date	End Date	FTE on Account	% of Salary
	1161831	1	88334	Computer Science		12/16/23	8/31/24	50	100

This appointment is consistent with sponsored program terms and conditions and with Research Foundation policies

Project Director/  
Co-Project  
Director \_\_\_\_\_  
Signature \_\_\_\_\_ Date 12/29/2023

Operations  
Manager \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Campus Signatures as Required

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

### HUMAN RESOURCES USE ONLY

Student credits \_\_\_\_\_

Exempt SS/Medicare: ☐ Yes ☐ No

PeopleSoft Employee: ☐ Yes ☐ No

Initial review \_\_\_\_\_ Time/Attend \_\_\_\_\_

Non-Resident \_\_\_\_\_ Benefit packet \_\_\_\_\_

Currently on thru \_\_\_\_\_ Form logged \_\_\_\_\_

Attached \_\_\_\_\_

CSD \_\_\_\_\_ notes on reverse ☐

New Time Reporting Sent? \_\_\_\_\_

Input by \_\_\_\_\_ Date \_\_\_\_\_ Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ LD Input by \_\_\_\_\_ Date \_\_\_\_\_ LD Reviewed by \_\_\_\_\_ Date \_\_\_\_\_