

# Museum of Fine Arts, Boston

## Employment Authorization & Change Form

### Instructions:

In Section 1, include the employee's name, cost center or department number, current department name, current position title/ position, and effective date. The effective date is usually a future date on which the changes will occur. Check the box to indicate hire, rehire, reinstatement, second job, or change.

In Section 2, indicate what the change or changes should be. Please be mindful that one change, such as increase in hours, may necessitate other changes.

**All forms** must be signed off on by the Manager or Department Head. New hires, rehires, second jobs, and all salary adjustments must be accompanied by a staffing requisition with the appropriate signatures.

### SECTION 1

Name \_\_\_\_\_ Current Department \_\_\_\_\_

Effective Date \_\_\_\_\_ Current Title/ Position \_\_\_\_\_

**New Hire**

**Rehire**

**Reinstatement**

**Second Job**

**Change**

### SECTION 2

Position \_\_\_\_\_ Grade \_\_\_\_\_ Hours per Week \_\_\_\_\_

**Exemption** Exempt Non-Exempt

**Classification** Regular F-T Regular P-T Term F-T Term P-T Temporary On-Call

**Payroll** Weekly Bi-weekly

**Classification Code** Non-Union Codes 6000 6001 6002 6003 6004 6005  
Union Codes 6010 6011 6012 6013 6014 6015

**Union** ATC MISU UAW Non Union

**Department Name** \_\_\_\_\_ **Dept No.** \_\_\_\_\_ **Cost Center** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **ADP Timecard Signatory (if different from Supervisor)** \_\_\_\_\_

**Term or Temporary End Date (if applicable)** \_\_\_\_\_

**Salary/Wage** Hourly \_\_\_\_\_ Annual \_\_\_\_\_

**Sal. Change Reason** Adjustment/Promotion Temp. Increase w Est End Date \_\_\_\_\_ End of Temp. Increase

**Benefits** **Full** **Pro-rated** **Not Eligible**  
**Vacation:** 5 Weeks 4 Weeks 3 Weeks 2 Weeks Not Eligible  
**Sick:** 12 Days 6 Days Prorated (Mass Sick Leave)

**Notes/Comments:**

**Dept. Head / Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**HR Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**HR Use Only:**

\_\_\_\_\_ **ADP**

\_\_\_\_\_ **Oracle**