



Request to Renew or Modify a Compensated Staff or Postdoctoral Fellow Appointment/Position

This form is used to request approval to renew or modify an existing compensated staff or postdoc appointment/position.

Requests Involving a Change in Salary: Upon the completion of this form with signatures, submit electronically to COM Finance (comfinance@health.fau.edu) for verification of funds. Following COM Finance's review and signature, submit with required attachments to the Executive Director of Employee Operations & Administration for job description review. Following review of job description, submit all documents to the Senior Executive Director of Administrative Operations, copying comdeansoffice@fau.edu. This request must be submitted at least four weeks in advance of the current appointment end date or the requested effective date of the appointment/position modification (pay period start dates highly preferred and required in some scenarios). Lastly, forward to the Dean for final approval.

Requests with No Changes in Salary (i.e. title changes, position description updates): Upon the completion of this form, submit electronically with required attachments (i.e. revised job description) to the Senior Executive Director of Administrative Operations, copying comdeanoffice@health.fau.edu.

Note: All requests are subject to the availability of funds and appropriate approvals (Provost's Office, FAU HR and in some cases, the President's Office).

Today's Date:

Incumbent Name:

Direct Supervisor:

Position Number:

Current FTE:

Current Job Profile:

Current Business Title:

Current Salary (AMP/Postdoc) or Hourly Rate (SP):

Current COM Professional Track (if AMP position) Check one box:

Academic/Administrative/Operational Services - Responsible for the direction, management, coordination or paraprofessional coordination of academic or administrative/operational programs or activities. May organize and administer training programs.

Clinical Programs (patient care)

Information Technology

Research

Residency Programs

Proposed Effective Date:

Proposed End Date (if time-limited, grant-funded, or administrative allowance)

Note: Appointments should end on June 30th unless funding expires before that date:

Current Funding Source(s) – E&G, Grants, or Auxiliary Funds:

Current Costing Allocations (SmartTag with %'s):

Proposed Costing Allocation (SmartTAG with %) if changing:

Department/Unit Contact:

1. What is the purpose of this request?

Renew an appointment with **no** modification - **proceed to number 6**

Modify an existing appointment (change to job profile, professional track, working title, benefits, duties, etc.) not up for renewal or, renew an appointment with modification(s) - **proceed to number 2**

Request an Administrative Allowance for temporary additional duties – **proceed to number 3**

Request a One-time Payment (OTP) at the completion of a special project, attainment of established goals, or to recognize a specific achievement or assignment of significance. Note: In accordance with HR policies, payments shall not exceed 15% of an employee's annual salary or \$5,000, whichever is greater ([see FAU regulation 5.016](#)) – **proceed to number 4**

2. What modification(s) are requested? Check all applicable boxes.

Proposed update to the job description only (no change in salary). If no additional changes, **proceed to number 6**

Proposed salary increase without reclassification – required to attach an updated job description in Word with updates in track changes

Proposed salary increase with reclassification/promotion - required attach an updated job description in Word with updates in track changes

Proposed change in FAU job profile or COM Business Title/Professional Track:

Note: *incumbent must possess minimum qualifications for the new Job Profile and/or for the corresponding COM Career Ladder title/track, i.e., Sr. Coordinator, Program Manager, Paraprofessional, Sr. Paraprofessional, etc. Please refer to the HR's [class code specifications](#) and the COM Staff Career Ladder Study*

Proposed new salary. Enter an hourly amount for SP and non-exempt OPS or an annual amount for AMP, Postdocs and exempt OPS. **% increase (required):** **New salary amount:**

Proposed change in FTE:

Other:

3. Administrative Allowance - may be requested for AMP employees who assumes temporary additional duties separate and distinct from their position. Attach a completed justification in a Word document to include the additional duties **(required)**.

Proposed Pay Period Start Date:

Proposed Pay Period End Date (required):

Total Number of Bi-weeklies (http://boc22finaid.fau.edu/std_tool/):

Proposed Allowance Amount (annualized): recommended when temporary duties will last for one year, 26.1 bi-weeklies, or the full amount should not be paid out:

Proposed Bi-weekly salary (total allowance amount / # of bi-weeklies) – recommended when temporary duties will last less than one year from the proposed effective date and the allowance is meant to be paid in full by the proposed pay period end date (n/a if the allowance will be extended or renewed):

Proposed Costing Allocation, Funding Source, and Percentage (if different than current allocations):

4. **One-time payment (OTP)** - may be requested upon the completion of a special project, attainment of established goals, or to recognize a specific achievement or assignment of significance. Attach a justification in Word to include the reason for the one-time payment. See [FAU Regulation 5.016](#) for criteria related to employee bonuses paid via one-time payments.

Proposed Effective Date:

Proposed OTP Amount:

Funding Source and Smart TAG OTP should be charged to:

5. **Is the requested appointment renewal or modification already budgeted? Check off one box.**

Yes

No - Please indicate the salary amount that is not budgeted:

6. **Please provide the justification for the requested appointment renewal and/or modification:**

7. **Are there any Immigration issues that need to be addressed? If yes, please confirm the type of visa being requested (H1-B, J1 Visa):**

8. **Does this position have fringe benefits? Check off one box. *If an appointment renewal with no modification - proceed to number 10.***

Yes

No

9. **Is this position designated as [Essential Personnel](#)?**

Yes

No

10. **Reminder:** Attach the proposed job description in Word to include the essential duties. This is **required** for a proposed change in position duties or reclassification (n/a for Postdoctoral Fellow positions). If helpful, please refer to the Position Description Writing Workshop tutorial on the [Classification and Compensation](#) website.

Supervisor

Date

College Finance Rep/verification of funds
and appointment end date (if grant-funded or time-limited)

Date

Comments:

Note: Finance signature is not required for updates with no change in salary

Executive Director, Employee Ops & Administration

Date

Note: Signature req'd if job description is updated

Date

Brain Institute Adm. Director (if applicable) - Verification
of funds and appointment end date (if grant-funded or time-limited) Comments:

Note: This signature is not required for updates with no change in salary

Pillar Director (if applicable)

Date

Unit ELT Representative (Senior Associate Dean for
Research for all research and lab positions) Comments:

Date

All other requests to renew or modify a staff appointment: After College Finance has verified funds and signatures are obtained up through the ELT Representative, please email an electronic copy of this request **and the updated job description in tracked changes** (if required) with signatures to the Senior Executive Director of Administrative Operations, copying comdeansoffice@health.fau.edu, and any pertinent College leadership. The Senior Executive Director of Administrative Operations will liaise with the Dean for final approval.

Dean

Date

Additional Form Resources

Administrative, Managerial and Professional (AMP) positions: professional level, exempt status, benefit-earning positions which are paid a bi-weekly salary.

Support Personnel (SP) positions: non-exempt status, benefit-earning, general support positions such as clerical, technical, skilled and unskilled trades. These positions are paid an hourly rate, which is then paid on a bi-weekly basis.

Postdoctoral Positions: professional level exempt status, benefit-earning, time-limited positions which are paid a bi-weekly salary. Exempt from FAU's traditional recruitment process due to their time-limited nature and special expertise requirement. Postdoctoral Fellow [Hiring Policies and Procedures](#) are established and maintained by FAU's Postdoc Affairs Office.

Temporary/OPS Positions: are not established positions and dependent upon duties may be exempt (salaried) or non-exempt (hourly). Temporary/OPS positions are usually not eligible for benefits and retirement; however, they may be eligible for health insurance coverage depending on the average hours worked per week.

Exempt or Non-Exempt Status for all positions is determined by the Fair Labor Standards Act (FLSA). Please visit [Classification and Compensation FLSA](#)

Fringe Benefits (Benefit Earning): Positions with annual leave, sick leave, retirement, etc.