

# BRANDEIS UNIVERSITY

EMPLOYMENT AUTHORIZATION  
 PERSONNEL STATUS CHANGE

No. P

SECTION A

NAME - FIRST MIDDLE LAST			EFFECTIVE DATE			DEPARTMENT			DATE PREPARED						
ADDRESS						SOCIAL SECURITY NO.			CITIZEN OF WHAT COUNTRY			TYPE OF VISA IF CITIZEN OTHER THAN U.S.A.			
CITY AND STATE				ZIP CODE		MARITAL STATUS		MALE	FEMALE	BIRTH DATE		TELEPHONE NO.		END OF APPOINTMENT DATE	
POSITION TITLE				ADDITION <input type="checkbox"/>		PERMA-NEM	TEMPOR.	FULL TIME	PART TIME	REHIRE	GRADUATE STUDENT	PREVIOUSLY EMPLOYED BY BRANDEIS UNIVERSITY		WHEN	
				REPLACEMENT <input type="checkbox"/>								YES	NO		

SECTION B

### COMPENSATION INFORMATION

TOTAL PAYMENT \$ \_\_\_\_\_  PER HOUR  PER WEEK  PER MONTH  OTHER EXPLAIN BELOW

INCLUDING: TAXABLE AMOUNT \$ \_\_\_\_\_  SOC. SEC. EXEMPT  STATE TAX EXEMPT  FEDERAL TAX EXEMPT

NOTE: EXPLAIN BELOW BASIS FOR EXEMPTION

NON-TAXABLE AMOUNT \$ \_\_\_\_\_ (EXEMPT FROM ALL TAXES)

PAYMENTS TO BE MADE  WEEKLY  SEMI-MONTHLY  ELIGIBLE FOR OVERTIME

OTHER INFORMATION: \_\_\_\_\_

### UNIVERSITY FUNDED

DEPARTMENT HEAD \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

### DIVISION HEAD

AUTHORIZED SIGNATURE \_\_\_\_\_

### GRANT FUNDED

PRINCIPAL INVESTIGATOR(S) \_\_\_\_\_

SECTION C

### CHANGE OF STATUS

SALARY CHANGE FROM \_\_\_\_\_ TO \_\_\_\_\_

TOTAL PAYMENT \$ \_\_\_\_\_ \$ \_\_\_\_\_  PER HOUR  PER WEEK  PER MONTH

INCLUDING: TAXABLE AMOUNT \$ \_\_\_\_\_ \$ \_\_\_\_\_  SOC. SEC. EXEMPT  STATE TAX EXEMPT  FEDERAL TAX EXEMPT

NON-TAXABLE AMOUNT \$ \_\_\_\_\_ \$ \_\_\_\_\_ (EXEMPT FROM ALL TAXES)

REASON \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

STOP PAYMENTS  TERMINATION LAST DAY OF EMPLOYMENT \_\_\_\_\_ NUMBER OF EARNED VAC. DAYS \_\_\_\_\_

LEAVE OF ABSENCE FROM \_\_\_\_\_ TO \_\_\_\_\_

RETURN TO PAYROLL

OTHER

AUTHORIZED SIGNATURE(S) \_\_\_\_\_

ADMINISTRATOR OF SPONSORED PROGRAMS \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

WAGE & SALARY ADMINISTRATOR \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

BUDGET OFFICE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

SECTION D

### CURRENT DISTRIBUTION

Account	Fund	Dept ID	Program	Project/Grant	Amount	%
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
<b>TOTAL AMOUNT</b>					\$	<b>100%</b>

  

### PROPOSED DISTRIBUTION

Account	Fund	Dept ID	Program	Project/Grant	Amount	%
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
<b>TOTAL AMOUNT</b>					\$	<b>100%</b>