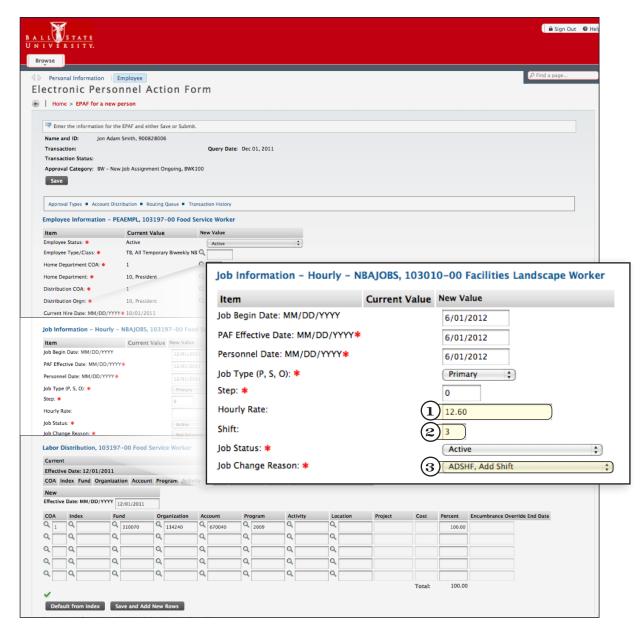
Electronic Personnel Action Form

Changing an Employee's Shift and Shift Premium





Some positions on campus work on different shifts. The next steps will explain how to append a shift to a position

and adjust the hourly rate to include the shift premium.

Shift	Shift Premium
First	No change in base
Second (2)	Add .25 to hourly rate
Third (3)	Add .35 to hourly rate

For this example, the employee's base rate is 12.25 per hour. You would add .35 (the 3rd shift premium) to the base rate increasing the Hourly Rate to 12.60.



ENTER '3' to indicate the assigned shift change. In this case you would enter '3' to represent the third shift.

ENTER the appropriate Job Change Reason to further describe why the change was being made.

Refer to the chart on next page for a list of the job change reasons and the definitions for their use.

For this example, you would select ADSHF, Add Shift for the Job Change Reason.

Electronic Personnel Action Form

Job Change Reasons and their Definitions of Use

2YINC, Second Year Increase

2nd year pay increase for an academic multi-year contract

3YINC, Third Year Increase

3rd year pay increase for an academic multi-year contract

ADERN, Additional Earnings

Compensation for extra work (former HR-113 or NOA), commissions, awards, honorarium, negotiated contract class, or Internet class

ADSHF, Add Shift

Add a 2nd or 3rd shift premium to hourly rate

ALLOW, Allowance

Allowance for auto, cell phone, uniform

BGSMA, Begin Semester Assignment

Primarily used for jobs in academic areas

BONUS, Bonus

CGACT, Change Account

Change in account number to be charged

CGADD, Change Address

Change of home address or building/room number

CGDEP, Change Department

Change department in a FOAPAL or physical location

CGFTE, Change in FTE Percent

Use when there is a change in full time equivalency

CGLAB, Change Labor Distribution

Use when you need to change an existing FOAPAL or add additional FOAPALS

CONT, Continuation of Assignment

Use to set the continuation of the last assignment

DECSD, Deceased

EGRTF, End of Grant Funding

Use when the funds from a grant are no longer available

EINTA, End Interim Appointment

Assignment as interim has ended

EMPCC, Employee Class Change

ENDJB. End of Job Assignment

ENDOC, End of Contract

INREP, Increase of Responsibilities

Temporary pay increase for additional duties

INTAP, Interim Appointment

Appointed as an interim

NEWHR, New Hire

A new employee to Ball State or an employee who

has left and is now returning

POSTR, Position Transfer

PROMO, Promotion

RELAY, Recall from Layoff

RESGN, Resignation

Employee is voluntarily leaving the university

RETRM, Retirement

Employee is retiring from the university

RSHFT, Remove Shift

Remove a 2nd or 3rd shift premium from hourly rate

RTWK, Return to Work

SECJB, Secondary Job

Use when you are assigning another job in addition to

the person's primary job

STBWI. Student Base Wage Increase

STLON, Student Longevity Increase

STPND, Stipend

A fixed amount of money paid for a specific duty or event

for a specific period of time

STREN, Student Employee Renewal

STRIN, Skill Trainee Increase

Increase given when trainee reaches specified milestones

TEMP, Temporary Assignment

An assignment for a specific period of time

TICHG, Title Change

Employee has same position, but a new title is being given

WKSTE, Work Study Assignment Ended