

## **Human Resources Information Form Question and Answer Sheet**

### **Q. What types of payment must be included on the Human Resources Information Form?**

A. All non-contractual payments **excluding** those for: associate faculty pay for teaching classes or seminars, overload pay for faculty, including Nursing Clinical hours.

### **Q. Where can I find the Position Title?**

A. Position Titles can be found on the College's Organizational Chart for all employee position classes listed on this form except (40) Exempt Staff (Temp) and (75) PT Hourly Staff (Temp). Position Titles on the Organizational Chart are considered to be the official Position Titles of the College. The College's Organizational Chart is located on Barton's web site at ([www.bartonccc.edu](http://www.bartonccc.edu)), then People, Organizational Chart. After locating the correct Position Title on the Organizational Chart, if you wish you may copy and paste it onto the Human Resources Information Form.

### **Q. Should I complete the "Date of Employment or Effective Date:" field?**

A. Yes, you must enter the first day at work for any new employee or the date you wish the status/rate change to be effective. The only time this field may be left blank is when you are paying someone who is not a new employee in the (40) Exempt Staff (Temp) Position Class.

### **Q. What amount do I enter in the "Total amount to be paid or Pay rate for employee" field?**

A. For (40) Exempt Staff (Temp) employees you will enter the **total** amount you wish the (40) Exempt Staff (Temp) employee to receive. For non-temporary Exempt Staff employees<sup>1</sup> enter their annual salary. For Hourly Staff employees<sup>2</sup> enter their hourly rate.

### **Q. When do I use the "Rate Change from - to" field?**

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<sup>1</sup> (45) <1/2 Exempt Staff, (50) FT Exempt Staff, (51) FT Exempt-Less Than 12 Mos., (55) PT Exempt 3/4 Time, and (56) PT Exempt 1/2 Time.

<sup>2</sup> (60) FT Hourly Staff, (61) FT Hourly < 12 Mos., (70) PT Hourly Staff (PartBenefits), (71) PT Hourly Staff (No Benefits), and (75) PT Hourly Staff (Temp).

A. This field should be used to designate a pay increase. For non-temporary Exempt Staff employees enter their current annual salary (from) and their new annual salary (to). For Hourly Staff employees enter their current hourly rate (from) and their new hourly rate (to).

**Q. What do I enter in the "Month(s) to be paid:" field?**

A. You will enter the months over which the employee is to be paid. If the employee is a (40) Exempt Staff (Temp) and they are to be paid in three (3) payments starting in May and ending in July, you will enter May – July in this field. If the employee is a (45) PT <1/2 Exempt Staff or (51) FT Exempt-Less Than 12 Mos and they work less than 12 months (E.g., works August 1 through May 31), but are to be paid over 12 months, you will enter August – July. For all other Employee Position Classes leave this field blank.

**Q. What do I mark (X or √) in the "Is this a change in position? Yes\_\_\_\_\_ No\_\_\_\_\_ " field?**

A. "Yes" should be marked any time an employee has a permanent change in status that affects their Employee Position Class or Position Number. "No" should be marked any time an employee is given a pay change or when a new Position Number is given due to a Grant Budget Roll.

**Q. Do I need to mark (X or √) an Employee Position Class?**

A. Yes, one Employee Position Class must be marked (X or √).

**Q. When do I complete the "If in a part-time, Non Temp, Employee Position Class, indicate number of hours worked per year" field?**

A. This field must be filled in for any part-time, non-temporary, employee Position Class<sup>3</sup> so that the Office of Human Resources can determine benefit eligibility.

**Q. What is the "Comments" field used for?**

A. The "Comments" field is used to designate details such as grant funding stipulations, the working months of a non-12 month employee (August 1, 2002 – May 31, 2003) or how the total amount to be paid was determined (\$15.00 per hour times 6.25 hours). **Do Not** use the "Comments" field to designate any type of probationary period.

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<sup>3</sup> (45) <1/2 Exempt Staff, (55) PT Exempt ¾ Time, (56) PT Exempt ½ Time, (70) PT Hourly Staff (PartBenefits), and (71) PT Hourly Staff (No Benefits).

**Q. I see a signature line for employee's signature. Must I obtain their signature?**

A. Yes, you need to have Employees sign the Human Resources Information Form.

**Q. Must two Supervisors sign the "Human Resources Information Form?"**

A. Supervisors will need to check with their immediate supervisor to determine if they also wish to sign-off on the form.

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