Yale

3501 FR.08 Faculty Data Change Form

Note: Please download and save the form locally before completing.

EMPLOYEE INFORMATION

LAST NAME: _____   FIRST NAME: _____   UPI #: _____

CURRENT RANK: _____   PRIMARY DEPARTMENT: _____

DATA CHANGE (Check Box(es) for change(s) and Enter New Data Below)

Rank	Start Date	Monthly Amount	Percentage of Time/# of Hours/Fringe Code	Secondary Appointment Info
Primary Dept	End Date	FTE Annual Salary	PTAEO	Other (See Comments)
Primary Org	Total Annual Salary	Salary Effective Date	Future Action & Terminate/Suspend Date	

RANK: _____	**RANK:** _____	**RANK:** _____
PRIMARY DEPT NAME: _____	**2nd DEPT NAME:** _____	**3rd DEPT NAME:** _____
PRIMARY ORG#: _____	**2nd DEPT ORG #:** _____	**3rd DEPT ORG #:** _____
START DATE (D/M/Y): _____	**APPT. TYPE** _____	**APPT. TYPE** _____
END DATE (D/M/Y): _____	**START DATE:** _____	**START DATE:** _____
	END DATE: _____	**END DATE:** _____

Total Annual Salary: _____   Salary Effective Date: _____

Monthly Amount: _____   Percentage of Time: _____

FTE Annual Salary: _____   If Part Time, # of Hours: _____

Fringe Code: _____

Please verify that the PTAEO you are submitting is a valid working PTAEO by using the PTAEO validator (click here).
Note: Be sure to select "Labor" for the Transaction Type.

Project	Task	Award	Award Source and Information	Exp Type	Org #	Start Date day month year	End Date day month year	%
							must total 100%	

Future Action: _____   **Termination/Suspension Date:** _____

If requesting a suspension, please add the justification to the comments.

PREPARER INFORMATION

Prepared by: _____   **Dept:** _____   **Phone:** _____   **Date:** _____

Comments:

AUTHORIZATIONS   (Signature/Date)   (Signature/Date)

Primary dept/school: _____   **3rd dept/school:** _____

2nd dept/school: _____   **Cognizant Provost:** _____

OFAS use only

Notes:

Reviewed by:		**Entered by:**	
Name	Date	Name	Date

Resources: FAS Ranks & Expense Types (click here)

Non-ladder Faculty Calculations Worksheet (click here)

Questions? Contact Faculty Administrative Services,
faculty.admin@yale.edu

08/20/2014