### Office of Faculty Administrative Services (OFAS)
#### Calendar of Changes – Summer 2017

Required documentation for compensation transactions related to academic business processes.

<table>
<thead>
<tr>
<th>Academic event with compensation</th>
<th>Documents required through 6/7/2017</th>
<th>Documents required post 6/7/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Except new hires with a start date of 9/1/17 or later (see post 6/7/2017)</td>
<td>• For transactions with an effective date of 6/30/17 or earlier, send former documentation up to 6/30/17</td>
</tr>
</tbody>
</table>
| Hire, Reappointment, or Promotion - with fully executed offer letter | • Charging Instructions Form with PTAE0  
• Offer letter containing appointment description, dates of appointment, and compensation  
• FAS – refer to Chart of Required Documents for additional documents | • Faculty Compensation Approval Form  
   ○ Not required for FAS, Law and SOM  
   • Offer letter containing appointment description, dates of appointment, and compensation  
   • FAS – refer to Chart of Required Documents for additional documents |
| Hire, Reappointment, or Promotion - without fully executed offer letter | • Charging Instructions Form with PTAE0  
• Offer letter containing appointment description, dates of appointment, and compensation  
• FAS – refer to Chart of Required Documents for additional documents | • Faculty Compensation Approval Form  
• Offer letter containing appointment description, dates of appointment, and compensation  
• FAS – refer to Chart of Required Documents for additional documents |
| Secondary appointment or secondary assignment with compensation | • Charging Instructions Form with PTAE0  
• Offer letter/memo containing appointment description, dates of appointment, and compensation  
• Refer to Chart of Required Documents for additional documents | • Faculty Compensation Approval Form  
   • Only if faculty member in other supervisory org  
   • Offer letter/memo containing appointment description, dates of appointment, and compensation  
   • Refer to Chart of Required Documents for additional documents |
| One-time payments - with Provostial Pre-approval Form | • Charging Instructions Form with PTAE0  
• Pre-approval form | • Pre-approval form  
• Supporting documentation  
Note: If faculty member in different supervisory org, send copy of form and documentation to business office of home department. |
| One-time payments - without Provostial Pre-approval Form | • Charging Instructions Form with PTAE0  
• Supporting documentation | • Faculty Compensation Approval Form  
• Supporting documentation |
| Other compensation changes, i.e. regular compensation, allowance plans, etc. | • Charging Instructions Form with PTAE0  
• Supporting documentation | • Faculty Compensation Approval Form  
• Supporting documentation |