

# Change of Status HRM-3 Directions

Use the HRM-3 change of status form for all changes to an employee’s current position, including leaves and separations. Do not use this form for promotions, reclassifications, Budget title changes, or internal hires (see [HRM-2](#) appointment form). This form is divided into four transaction types:

## 1. Term Renewals (UUP) and Temp Extensions

Contact HR prior to using this form to renew or extend a UUP employee. HR generates renewal reminders and pre-filled forms for UUP employees; however, you can use this section of the HRM-3 if you need to renew or extend your employee prior to receipt of the HR reminder.

## 2. Change Terms of Appointment

The types of changes allowed on this form are listed in the drop down list in alphabetical order. Once an item from the drop down list is selected, type the additional details after the colon. Please indicate the effective date(s) in the columns to the right. **BOB** means beginning of business; **COB** means close of business.

- Add/Subtract Course
- Appointment Status (e.g. Temp to Term)
- Campus Title (attach job description if applicable)
- Faculty Promotion (e.g. Asst. to Assoc.)
- FTE (Full-time/Part-time % change)
- Funding Account
- Obligation (e.g. faculty 10-month to 12-month)
- Other: use this option for changes not listed. Use the remarks section to detail the changes
- Pay Basis: (e.g. BIW to annual)
- Schedule/Shift/Pass Days
- Stipend – add
- Stipend – remove
- Supervisor change
- Tenure Clock

### TRANSACTIONS NOT LISTED ON THIS FORM

Budget title change – USE [HRM-2](#)  
 Line changes – call HR  
 Internal Extra Service – USE NEW UP-8A  
 Reclassification – Use HRM-2, following HR approval  
 Volunteer Appointment/Reappointment – USE EMP-2

## 3. Leaves

Use this form for all employee leave transactions, including returns from leave. Select the leave type, and accrual information from the drop down lists, and insert percentage of leave/pay and effective dates to the right. Leave types are listed in alphabetical order:

- Childbirth/Childcare/Adoption
- Educational Leave – attach request
- Military Leave
- Other (provide details in remarks and attach request)
- Return From Leave
- Sabbatical Leave – attach request
- Sick Leave
- Suspension
- Unauthorized Leave (AWOL)
- Workers’ Compensation

With Pay/Accruals options are:

- Leave With Pay
- Leave With Pay – Charge Accruals
- Leave Without Pay
- Return From Leave

**Attach the employee’s written, signed leave request for all voluntary leave transactions.**

## 4. Separations

Use this form for all employee separations listed as follows:

- Non-renewal - call HR for notice requirements
- Resignation - to another UAlbany department
- Resignation - to another SUNY or State Agency - Attach letter from employee
- Resignation - Leaving UAlbany and State Service - Attach letter from employee
- Retirement – please notify HR if your employee will be rehired post-retirement (unclassified service only)
- Termination

**\*Hover your cursor over form fields to reveal tips where available.**