HUMAN RESOURCES

TEMPORARY TO REGULAR/TERM

Employee/Department/Supervisor Information

Employee's Name:
Banner ID:
Department:
Position Class Title:
Position Class Code:
Grade:
Current E-Class Code/Description: Select
Org Code:
Proposed E-Class Code/Description: Select
Current Position Number and Suffix:
Regular Position Number and Suffix:
Regular Appointment Percent: 100.00 %
Supervisor's Name:
Supervisor's Banner ID:
Probationary Period End Date:
Term End Date (if applicable):
Personnel Start Date:

Salary Information

For hourly rate, use all 6 decimal places as shown in HR Reports, under "Hourly Rate Decimal" column

Non-Exempt (Bi-Weekly Only)		Exempt (Monthly Only)	
Hourly Rate:	$ 0.000000	Salary to be Paid Monthly:	$ 0.00
Annual Salary Based on FTE:	$ 0.00	Annual Salary Based on FTE:	$ 0.00
1.0 FTE Annualized Salary:	$ 0.00	1.0 FTE Annualized Salary:	$ 0.00

Reason for Change & Information Related to Changing from Temporary to Regular Status

_____ is being converted from an employment status of temporary to regular/term. He/she is aware that changing from temporary to regular/term status may result in a change in his/her benefits eligibility status, has been referred to UAP 3200: Employee Classification; UAP 3400-3445: Leave Policies; UAP 3600-3650: Benefits Policies; UAP 3700: Education Benefits, and has been advised to contact his/her Human Resources Consultant and/or Human Resources Benefits Office to discuss additional questions/concerns.

Labor Distribution

Index:	Account Code:	Percentage:	Index:	Account Code:	Percentage:
		%			%
		%			%

Comments

Approvals

Supervisor's Signature

Department Authority's Signature

Required Approvals (EVP, Provost, Dean/Director)

Ensure that required approval documentation (i.e. EVP/Moratorium Waiver, Provost, Dean/Director) is included with this completed form.

Please digitally sign and email to one of the following:
For temp employees hired through UNMTemps, email UNMTemps@unm.edu.
For temp employees not hired through UNMTemps, email UNMJobs@unm.edu.