*Select action type and employee type, then complete only the relevant action type section and return to* [*ummusharedserviceshrpostripes@missouri.edu*](mailto:ummusharedserviceshrpostripes@missouri.edu)*. JED changes, appointment end date only changes, and work address/phone number changes should be submitted via email request to Stripes. For mass (5+) employee changes, please contact Stripes for Excel form before proceeding.*

**Select action type:**

New Hire- *new or additional appointment in department; including transfers*

Job Change- *updating attributes of current job in current department*

Status Change- *leave of absence; return from leave; termination*

Courtesy Appointment- *unpaid appointment*

**Select employee type:**

Student

Non-benefit-eligible staff/academic

Benefit-eligible staff/academic *(job or status change only; follow established campus hire and pay change procedures)*

|  |  |
| --- | --- |
| **NEW HIRE (Fields with asterisk are required; new/additional appointment in department; including transfers)** | |
| **Employee Name\*:** | | Legal name; LAST, FIRST |
| **Emplid\*:** | | Required for students and existing staff; if no emplid exists, one will be created when the criminal background check (CBC) is returned |
| **Email address\*:** | | Required for background check and preboarding email |
| **Mobile telephone number\*:** | | Required for Two Factor Authentication purposes |
| **Effective Date\*:** | |  |
| **Position Number:** | | Not required for students; if no position number exists, USS will create based on below position data |
| **Job Code and University Title\*:** | | Job code; job title ([University titles only](https://compsearch.umsystem.edu/)) |
| **Working Title:** | | Cannot be an existing University title |
| **Hiring Department\*:** | | DeptID- (example: CSHARSVC) |
| **Record Number:** | | Empl record number and previous deptID required if employee is transferring departments |
| **Standard Hours/FTE\*:** | | Choose an item |
| **Supervisor Name\*:** | |  |
| **Supervisor Emplid\*:** | |  |
| **Appointment End Date\*:** | |  |
| **Pay Rate\*:** | |  |
| **Pay Frequency\*:** | | Choose an item |
| **MoCode\*:** | | Please provide all MoCodes and percentages in this field |
| **Work Address\*:** | |  |
| **Phone Number\*:** | |  |
| **Comments:** | | To be included on ePAF |

|  |  |
| --- | --- |
| **JOB CHANGE (Including return from leave with job data change, fields with asterisk are required, other fields should be updated according to requested change or left blank to use existing PS info)** | |
| **Employee Name\*:** | | Legal name; LAST, FIRST |
| **Emplid\*:** | |  |
| **Empl Record Number\*:** | |  |
| **Effective Date\*:** | |  |
| **Current Status\*:** | | Choose an item  *Employees on leave will be returned to active paid status* |
| **Position Number:** | |  |
| **Job Code and University Title:** | | Job code; job title ([University titles only](https://compsearch.umsystem.edu/)) |
| **Working Title:** | | Cannot be an existing University title |
| **Hiring Department:** | | DeptID- (example: CSHARSVC) |
| **Standard Hours/FTE:** | | Choose an item |
| **Supervisor Name:** | |  |
| **Supervisor Emplid:** | |  |
| **Appointment End Date\*:** | | Required for academic appointments; if the only change is an appointment end date, send via email to Stripes |
| **Pay Rate:** | |  |
| **Pay Frequency:** | | Choose an item |
| **MoCode:** | | Please provide all MoCodes and percentages in this field |
| **Comments:** | | To be included on ePAF |

|  |  |  |
| --- | --- | --- |
| **STATUS CHANGE (Termination/Leave/Return From Leave with no change to job data, fields with asterisk are required)** | | |
| **Employee Name\*:** | Legal name; LAST, FIRST |
| **Emplid\*:** |  |
| **Empl Record Number\*:** |  |
| **Department\*:** | DeptID- (example: CSHARSVC) |
| **Action\*:** | Choose an item |
| **Reason\*:** | Choose an item – Termination  Choose an item – Leave of Absence  Choose an item – Return from Leave of Absence- *if changes to appointment are necessary upon return, please complete Job Change section* |
| **Effective Date\*:** | Effective date should be today’s date for BIW employees or the day after the last day worked for MON employees |
| **Last Day Worked\*:** | Required for MON paid employees only |
| **Anticipated Return from Leave\*:** | Required for Leave of Absence Requests only |
| **Comments:** | To be included on ePAF |

|  |  |  |
| --- | --- | --- |
| **COURTESY APPOINTMENT (Fields with asterisk are required)** | | |
| **Employee Name\*:** | Legal name; LAST, FIRST |
| **Emplid\*:** | Required for students and existing staff; if no emplid exists, USS will create based on below employee data |
| **Employee Date of Birth\*:** |  |
| **Employee Email Address\*:** | Required for Two Factor Authentication purposes |
| **Employee Phone Number\*:** | Required for Two Factor Authentication purposes |
| **Effective Date\*:** |  |
| **Job Code\*:** | Choose an item |
| **Working Title:** | Cannot be an existing University title |
| **Hiring Department\*:** | DeptID- (example: CSHARSVC) |
| **Appointment End Date:** |  |
| **Work Address\*:** |  |
| **Phone Number\*:** |  |
| **Comments:** | To be included on ePAF |