Print HR Forms

Departments use the HR forms for the following:

- The **Hire/Rehire Form** is used to hire a new employee or rehire a terminated/retired employee into a vacant position number.

- The **Change Form** is used to process a job change for an existing employee. The following actions are processed on the Change Form:
  
<table>
<thead>
<tr>
<th>Additional Job</th>
<th>Concurrent Hire</th>
<th>Data Change</th>
<th>Earnings Distribution Change</th>
<th>Hire</th>
<th>Leave of Absence</th>
<th>Long Term Disability</th>
<th>Paid Leave of Absence</th>
<th>Pay Rate Change</th>
<th>Position Change</th>
<th>Rehire</th>
<th>Retirement</th>
<th>Return From Disability</th>
<th>Return from Leave</th>
<th>Short Term Disability</th>
<th>Termination</th>
</tr>
</thead>
</table>

- The **Position Change Form** is used to process an existing employee’s move to a new position number (Action = Position Change).

The forms are generated in *pdf* format and you use *Adobe Acrobat* to print them.

The forms are filled in by hand, sent for the necessary approval signatures and forwarded to Human Resources along with all of the necessary paperwork.

If you are uncertain about how to complete the forms contact the **State Appointments staff** in Human Resource Services.
Print the Hire/Rehire Form

Navigation:
SBU > SBU Human Resources > XML Reports > Hire/Rehire Form

Enter the 8 digit vacant Position Number that you will be hiring the new person into

Click Search

On the Hire/Rehire Form, enter the new employee's EmplID if you know it

Click the Print Hire/Rehire Form button

Please wait while Processing is blinking.....

Adobe Acrobat will open in a new window with the Hire/Rehire Form displayed (if it does not display then refer to the directions at the end of this document to “always allow popups...”)

Click the Print button to print the form.

Close Adobe Acrobat.
Print the Change Form or Position change Form

Navigation:

SBU > SBU Human Resources > XML Reports > Change Form (or Position Change Form)

Enter the existing employee’s EmplID (Stony Brook ID) and click Search.

On the Change Form click the Print Change Form button.

Please wait while Processing is blinking.....

Adobe Acrobat will open in a new window with the Change Form displayed (if it does not display then refer to the directions at the end of this document to “always allow popups…”)

Click the Print button to print the form.

Close Adobe Acrobat.
What if the Form Does Not Display?

When the form is displayed it is considered a "pop-up" in Internet Explorer and Firefox. If you have pop-ups blocked then the form will not be displayed when you click the Print button. Instead, the yellow Information Bar is displayed alerting you that the pop-up was blocked. Here’s what you have to do if this happens (one time only):

In Internet Explorer:

![Internet Explorer pop-up blocked message]

Right click this yellow Information Bar and choose Always Allow Pop-ups from This Site....

In Firefox:

![Firefox popup blocked message]

Click the Options button and choose Allow popups for psns.cc.stonybrook.edu