

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:

Additional Job
Concurrent Hire
Data Change
Earnings Distribution Change
Hire
Leave of Absence
Long Term Disability
Paid Leave of Absence
Pay Rate Change
Position Change
Rehire
Retirement
Return From Disability
Return from Leave
Short Term Disability
Termination

- ✓ 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

Hire/Rehire Form
Enter any information you have and click Search. Leave fields blank

Find an Existing Value

Position Number:

Description:

Position Status:

Business Unit:

Department:

Job Code:

Reports To Position Number:

Case Sensitive

[Basic Search](#)

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

Click **Search**

Hire/Rehire Form

Hire / Rehire Form Position Information

Position Status: A Active Effective Date: 10/08/2006

Position Agency Code: 28050

Department: 84083500 Client Support

Position Number: 20807000 Line Number: 20807

Job Code: 3254 Instruct Supprt Assn

(Optional) EmplID:

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 toolbar showing the Print button highlighted.

STONY BROOK
STATE UNIVERSITY OF NEW YORK

SBU Hire/Rehire Form

Employee Name		Employee Social Security Number	
Job Data 1			
Effective Date	Effective Sequence	Line Number	Action
		20807	
		Position Number	Job Code
		20807000	3254
Description		Department ID	Department
Instruct Supprt Assn		84083500	Client Support
Job Data 2			
Regular/Temporary	Employee Class	FTB	Pay Group
R		1.00	S8X
			FLSA
			N
			Classified Indicator
			P
			Grade
			SL1
Job Data 3			
Comp. Frequency	Compensation Rate	Salary Rate	Additional Comp. Amount
ANN-12			0.00
		Adopt Comp. Reason	Rate
			64,930.00
			Loc Pay
			XXXX
SB Job Data			
Term Duration	Appointment End Date	Number of Courses Taught	Standby Status
			N

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)

Change Form
Enter any information you have and click Search. Leave fields blank if you do not know the information.

Find an Existing Value

EmpID: begins with 100016105

EmpI Rcd Nbr: =

Name: begins with

Last Name: begins with

Second Name: begins with

Search Clear Basic Search Save Search

Enter the existing employee's **EmpID** (Stony Brook ID) and click **Search**.

Change Form

Change Information Form

EmpID: 100016105 Effective Date: 06/26/2008

Name: RAY, KIM M

National ID: 100016105 Or Campus ID: 100016105

Department: 84083500 Client Support

Position Number: 21032000 Union Code: 08

Job Code: 3250 Instruct Support Spec

Compensation Frequency: E ANN-12 Compensation Rate: 37501.00000

Print Change Form

On the Change Form click the **Print Change Form** button.

Please wait while **Processing** is blinking.....

STONY BROOK STATE UNIVERSITY OF NEW YORK

SBU Change Form

Employee Name: Kim M. Ray Employee Social Security Number: 000000000

Job Data 1		Effective Date	Effective Sequence	Line Number	Action	Position Number	Job Code	
6/25/2008		0	21032	PAY	21032000	3250		
Description		Instruct Support Spec		Department ID		84083500		
Job Data 2		Regular/Temporary	Employee Class	FTE	Pay Group	FLSA	Classified Indicator	Grade
R		Permanent	1.00	S8P	E	P	SL4	
XXXX					XXXX	XXXX	XXXX	XX
Job Data 3		Comp. Frequency	Compensation Rate	Salary Rate	Additional Comp. Amount	Adopt Comp. Reason	Ante	Loc Pay
E ANN-12		37501.00000						

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...")

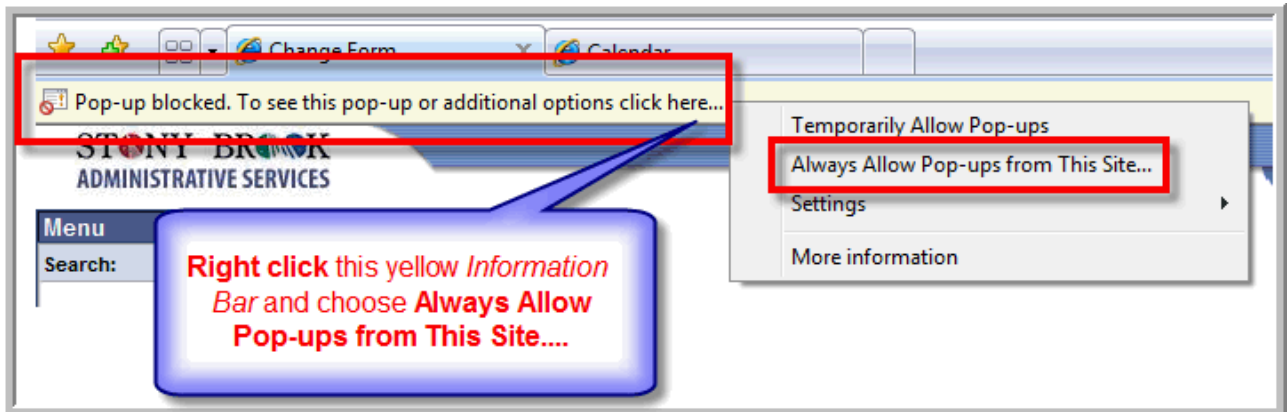
Click the **Print** button to print the form.

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:



In Firefox:

