Wichita State University -- Completion of the OHR 200/Change of Status

The OHR 200/Change of Status form is used to show any change in status of a position or employee. If an employee is transferring to another organization, it is the responsibility of the new organization to complete both the current and new fields of the Change of Status form. Wichita State University is one employer – transfer and/or promotion to another organization within the University is not a resignation from the current organization.

1. Place an X in the box to indicate whether the position is for state or affiliated corporation.
2. Complete the prepared by information with your name, campus phone number and the date the paperwork is prepared.
3. The employee information section must include the myWSU ID# and full name of the employee whose status is being changed.
4. The comments section may be used for any notes to clarify the change of status.
5. The reason code is to be selected from the list of codes to note the current and/or new status of employee.
   - ADM -- Administrative Leave
   - CTU -- Classified to Unclassified
   - DAT -- Appointment Date change
   - DEA -- Deceased
   - DEM -- Demotion (left for a lower paid position on campus)
   - DIS -- Dismissal (involuntary resignation)
   - EOA -- End of Appointment (met maximum hours or time span of position)
   - FDC -- Funding Change
   - FTE -- Full Time Equivalency Change
   - LAY -- Layoff
   - LTD -- Long Term Disability (organization is notified by OHR Benefits when LTD has been approved)
   - LWO -- Leave Without Pay
   - LWP -- Leave With Pay
   - MER -- Merit Increase
   - MIL -- Military Leave
   - NAM -- Name Change (must include copy of the new Social Security card)
   - ORG -- Organization Number Change
   - OTH -- Explain in "Comments" if other than codes described
   - POS -- Position Number Change
   - PRO -- Promotion (took a higher paid position on campus)
   - REC -- Reclassification (requires prior OHR approval)
   - RES -- Resignation (voluntarily left University employment)
   - RET -- Retired
   - REW -- Renew Temporary (out of classified temporary hours - need funding renewed)
   - RLWO -- Return from Leave Without Pay (LWO)
   - RLWP -- Return from Leave With Pay (LWP)
6. The current status section of the form is to indicate whether the employee is classified or unclassified and their current defined status within that category. Note: The name and WSU ID# of the supervisor of this position/employee are required.

- Classified:
  - Exempt or Non-Exempt - check one to indicate whether or not the position is eligible for overtime pay. **Position Description must be current and reviewed by Human Resources for FLSA determination of exempt (salaried) or non-exempt (hourly) status before submitting the change of status.**
  - Regular – a benefits eligible position with no restrictions on the hours of employment.
  - Limited Term Regular - a position that is scheduled to terminate within a predetermined period of time. Individuals in a limited-term position shall be terminated on the end date of that position, subject to any extensions of the limited-term position.
  - Temporary – position is not benefits eligible and is limited to not more than 999 hours of employment in a 12-month period.

- Unclassified:
  - Faculty:
    - Temporary – appointment for specified period only with no expectation of reappointment.
    - Probationary – appointment that may, on the basis of continuing satisfactory performance, lead to review for the award of tenure. Carries no expectation or promise that review for the award of tenure will be undertaken or awarded. Reviewed annually and will not be continued for more than 7 years.
    - Tenured – appointment which is renewed annually unless faculty member is dismissed.
  - Professional:
    - Exempt or Non-Exempt - check one to indicate whether or not the unclassified professional position is exempt (salaried) or
non-exempt (hourly). **Position Description must be current and reviewed by Human Resources for FLSA determination of exempt or non-exempt status before submitting the change of status.**

- Temporary – appointment for a fixed period of time.
- Contingent – appointment for a fixed period of time, usually funded from restricted use funds or by grants.
- Provisional – appointment (not to exceed 3 years) which can lead to regular status.
- Regular – appointment for those who have completed a provisional appointment.
- Executive – appointment which is held at the pleasure of the president.

Instruction - check the box to indicate if this position doesn't involve teaching or, if it does involve teaching, check the box indicating whether it's more or less than half-time.

- Length of Appointment
  - 9 month – academic year appointment.
  - 10 month – academic year appointment.
  - 12 month – fiscal year appointment.
  - Term (Other) – appointment for a specified period of time.

7. Next enter the employee's **current** organization and position information and the **stop date** of their current status. (Complete all fields.)

8. The **new status** section of the form must be completed if the employee is changing to a new status within the University (i.e. changes in funding, salary, organization number, position number, supervisor name and WSU ID#, employee's title, FTE and effective and stop dates).

9. The Budget Review Officer of the organization is to sign and date the form. The organization should make and retain one copy and send the original to the University Budget Office, Campus Box #47. **If** the organization is in the division of Academic Affairs and Research, the OHR 300 and supporting documentation should be forwarded to the Office of the Provost, campus box #13, attention Dr. Martha Shawver.

10. The University Budget Office will process and forward the form to the appropriate president/vice president for review and authorized signature. The form will then be returned to the University Budget Office for distribution as noted on the bottom of the form.

**OHR 200/Change of Status**

**Return to Hiring/Status Change Forms**