**Wichita State University -- Completion of the OHR 220/Research Change of Status**

The **OHR 220/Research Change of Status form** is used to show any change in status of a position or employee that is partially or totally grant funded, contract funded or research. Hiring organization should complete and submit rough draft to the Research Administration Office, Box #7 or complete draft and e-mail to Linda.Hager@wichita.edu (e-mail communication is preferred).

**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 and the **project director's** name.
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 and the **reason code** is to be selected from the following 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 send a 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
5. 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, non-exempt status before submitting 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 position is eligible for overtime pay. **Position Description must be current and reviewed by Human Resources for FLSA determination of exempt, non-exempt status before submitting 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 one of the boxes to indicate if this position involves instruction or, if it does involve instruction, 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.

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

7. 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's name and WSU ID#, employee's title, FTE and effective and stop dates).

8. Research Administration enters proposed funding sources, verifies information and signs off on the form.

9. The Office of Research Administration will sign and date the form. The Office of Research Administration should make and retain one copy of the OHR 220 and forward the original to the appropriate Dean who will make and retain one copy and send the original back to ORA, campus box #7. Research will forward to the University Budget Office, campus box #47. **If** the organization is in the division of Academic Affairs and Research, the OHR 220 will be forwarded by the Office of Research Administration with the supporting documentation 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. The form will then be returned to the University Budget Office for distribution as noted on the bottom of the form.