

Personnel Data Change Form

For Salary Adjustments/Promotions/Reclassifications/Transfers to Different Org

Interview Exchange Instructions

Login to Interview Exchange: <https://www.interviewexchange.com>

Choose the "Requisitions" link from the left sidebar

Click the 'Add New Requisition' link at the top of the Manage Requisitions page

In the Select Template field choose 'Personnel Date Change Form' from the drop-down menu

Click the 'Next' button

Complete **ALL** fields on the Personnel Data Change Form paying particular attention to the Salary, Employee Group, Org, Account and Program fields to ensure accuracy for budgetary review purposes.

Click 'SAVE'

On the 'Requisition Approvers' form. Please choose the name of the Vice President who will approve the Personnel Change form from the drop down list in the first 'Approver' field

The Budget Office and Human Resource 'Approver' fields are automatically set.

Click 'SAVE'

The Vice President will receive an email informing her/him that she/he has a requisition to approve in Interview Exchange. Once they approve the requisition an email will be sent to the Budget Office informing them they have a requisition to approve. The Budget Office may contact the originator if there are any questions.

Once the Budget Office approves the requisition an email is sent to Human Resources notifying them they have a requisition to approve. Human Resources will then process the Personnel Data Change.



Welcome: Mary Chatigny

Northern Essex Community College

Sign Out

Create New 'Personnel Data Change Form'

Manage Requisitions

Notes

Fields marked with an asterisk * are required.

Title/Name:

Requisition Status:

Personnel Data Change Form

Originator	Mary Chatigny			HR/CMS ID & Record #	
Employee Name					
Effective Date					
Change Reason	<input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Promotion <input type="checkbox"/> Reclassification <input type="checkbox"/> Transfer				
Current Position Information		New Position Information			
Grade	Step	Grade	Step		
Annual Salary		Annual Salary			
Title		Title			
Employee Group		Employee Group			
<input type="checkbox"/> Full-time Benefited <input type="checkbox"/> Part-time Benefited		<input type="checkbox"/> Full-time Benefited <input type="checkbox"/> Part-time Benefited			
Schedule: Hours worked/day ex: Mon 5 hours		Schedule: Hours worked/day ex: Mon 5 hours			
Mon	Tue	Wed	Thu		
Fri	Sat	Sun			
Org		Org			
Account		Account			
Program		Program			
Additional Information		Additional Information			
<input type="checkbox"/> Newly created position <input type="checkbox"/> Fill an existing vacancy		Is this a budgeted position? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a replacement, If yes for whom?		If no, explain:			
<input type="text"/>		<input type="text"/>			
Source of funding example: budgeted person's name or new money		<input type="text"/>			

Add a note / Ask questions:

Attach (Job Description)

To add additional documents and/or comments, please uncheck the checkbox 'Add Approvers' before clicking 'Save Changes'

Add Approvers

- Manage Jobs
- Post New Job
- Requisitions
- Find Candidates
- QuickList
- Create Folders
- Registration
- User Account
- User Manual *Updated*
- Manage Users
- Company Account
- Metrics Reports
- Help Desk
- Sign out