

### List of All PCRs and When You Use Each One

Position Change Requests (PCR)	Where to find the PCR	PCR use
New Hire <i>(Paid Staff and Faculty)</i>	MSS - Launch Blank PCRs	To hire all new staff and faculty paid a monthly salary
Rehire <i>(Paid Staff and Faculty)</i>	MSS - Launch Blank PCRs	To rehire all staff and faculty paid a monthly salary who have had a break in service
Quick Hire <i>(Students, Hourly and Task Workers)</i>	MSS - Launch Blank PCRs	To hire all new students, hourly and task workers who are paid an hourly rate or set amount for a task
Quick Rehire <i>(Students, Hourly and Task Workers)</i>	MSS - Launch Blank PCRs	To rehire all students, hourly and task workers who are paid an hourly rate or set amount for a task
Per Course Faculty Hire	MSS - Launch Blank PCRs	To hire all per course faculty
Additional Appointment	MSS - Launch Blank PCRs	To appoint an employee who is <b>not</b> in your organization to a position in your department
Special Payment	MSS - Launch Blank PCRs	To pay an employee who is <b>not</b> in your organization a stipend or award
Teaching Overload	MSS - Launch Blank PCRs	To appoint a faculty or staff member who is <b>not</b> in your organization to teach a class as an overload in your department
Add Non Employee	MSS - Launch Blank PCRs	To appoint an employee who is paid by the government or source other than the university
Change in Pay	MSS - Form Selection	To change pay for salary and hourly employees. Cost distribution may be changed if needed
Change FTE	MSS - Form Selection	To change FTE for an employee. Salary must also be adjusted for change in FTE. Cost distribution may be changed if needed
Additional Appointment	MSS - Form Selection	To appoint an employee who is in your organization to a position in your department
End Additional Appointment	MSS - Form Selection	To end an employee's assignment. This action is used when an employee has other assignments in any other department on campus
Change Cost Distribution	MSS - Form Selection	To change the source of funds for an employee's salary. Common changes are work study to wages and wages to work study. Heavily used for changes in grant accounts.
Leave Without Pay	MSS - Form Selection	To place an employee on LWOP. <b>This is used only when it is known that the employee will be out for a minimum of 30 days on a continuous basis.</b> If there is a possibility that the employee will work some time during this period, do not put the employee on LWOP, instead record the absences through time reporting.
Return from Leave	MSS - Form Selection	To return an employee back to a paid status
Leave with Pay	MSS - Form Selection	To place an employee on Faculty Development Leave, Presidential Assignment, Workers' Compensation and approved Military Leave
Partial Paid Leave	MSS - Form Selection	To place an employee on Faculty Development Leave and Presidential Assignments
Reappointment of Per Course Faculty	MSS - Form Selection	To reappoint Per Course Faculty who are active; this document sets the faculty member up to be paid for the semester or academic year
Change of Working Time	MSS - Form Selection	To change the work schedule for an employee
Special Payment	MSS - Form Selection	To pay an employee who is in your organization a stipend or award
Teaching Overload	MSS - Form Selection	To appoint a faculty or staff member in your organization to teach a class as an overload in your department
Change of Position	MSS - Form Selection	To move an employee from one position to another for reasons such as promotion, lateral move, temporary assignments, etc.
Separation	MSS - Form Selection	To separate an employee from the university; if an employee holds more than one position, all must be separated