



Funding Change Form

Instructions: (1) Complete all sections of form, with Finance Manager. (2) Finance Manager signs form. (3) Submit form to HR Coordinator.

Employee Information:

Employee Name: _____ Employee ID: _____

Funding Information:

Effective Date: _____ Approval: _____
(Finance Team Member, signature)

Make sure percentage total is equal to 100%

Speedtype: _____	Percentage: _____
Speedtype: _____	Percentage: _____
Speedtype: _____	Percentage: _____
Speedtype: _____	Percentage: _____

Other Changes:

Title: _____

Pay Rate: _____ Appointment Percentage: _____ (Based on hours works - 40 hours/week = 100%)

End Date: _____ Supervisor: _____ Position #: _____

As PI of the speedtype mentioned above, I agree to these conditions of employment for the listed employee:

Print Name: _____ Date: _____

Signature: _____

For MCEN Use Only:

Position #: _____

For PET; Previous Speedtype(s): _____

HRGL Request #: _____

Appointment Entered in HCM: _____ (Sign)

Hourly Appointment Information:

Effective January 1, 2017, the Colorado minimum wage is \$9.30.

- **Must initiate appointment 1 week prior to desired start date**
- Student employees are limited to a maximum of 25 hours per week, or 50 hours per bi-weekly pay period, during the fall and spring semesters. They are not limited over summer and can work up to 40 hours per week (or 80 hours per bi-weekly pay period).
- Recommended pay rates for student assistants broken down by student academic level:

TITLE	JOB CODE	MINIMUM	MAXIMUM
Student Assistant I	4101	\$9.30	\$10.52
Student Assistant II	4102	\$10.25	\$11.78
Student Assistant III	4103	\$11.48	\$13.20
Student Assistant IV	4104	\$12.85	\$14.78
Student Assistant V	4105	\$14.39	\$16.55
Student Assistant VI	4106	\$16.12	\$24.44

Teaching/Office Support: Freshman \$10.50/hour, Sophomore \$11.00/hour, Junior \$11.50/hour, Senior \$12.00/hour, Graduate \$15.00/hour

Research Support: Freshman \$9.50/hour, Sophomore \$10.00/hour, Junior \$10.50/hour, Senior \$11.00/hour, Graduate \$15.00/hour

- Earn Learn Apprentice (ELA) and Discovery Learning Apprentice (DLA) pay rates (Dean's office covers \$6/hour):
Undergraduates \$12.00/hour Graduates \$15.00/hour

*ELAs and DLAs are allotted 150 hours a semester (average of 10 hours a week over 15 weeks)

**If you need more hours from your employee, please let us know so we can accommodate you.

Monthly Graduate Student Appointment Information:

- **Must initiate appointment 1 week prior to desired start date**
- Series Options: Research Assistant, Teaching Assistant, Graduate Part-time Instructor, Pre-Doctoral Trainee
- Provides a stipend, tuition waiver, and partial insurance coverage
- Academic year appointments can not exceed 50% without completing a petition for grad student overload appointment form (http://www.colorado.edu/GraduateSchool/funding/_docs/petitionforoverloadappointments.pdf)
 - Over 50% appointments are acceptable in the summer
- 50% appointment pay rates: pre-prelim \$2212, post-prelim \$2314, and post-comp \$2400

Research Faculty Appointment Information:

- **Must initiate appointment 1 month prior to desired start date**
- Series Options: Professional Research Assistant (PRA), Senior PRA, Research Associate, and Senior Research Associate
- 2017 Vice Chancellor of Research Due Dates (date job posting must be entered, date offer letter must be received)
****Important Vice Chancellor deadlines/policies for setting up appointments, which we have no control over and must adhere to****
http://www.colorado.edu/vcr/sites/default/files/attached-files/2014ChancRepDueDates_8.pdf
- **Post-Doctoral Fellowship** ("Post-Doc Fellows") appointments are restricted to individuals who receive fellowship awards directly from the funding agency and have a direct reporting relationship to the funding agency rather than having an "employer-employee" relationship at the University of Colorado Boulder. Individuals appointed as "Post-Doc Fellows" receive slightly different benefits and are ineligible to earn leave accruals during the Post-Doc Fellowship.

Temporary Appointment Information:

- **Must initiate appointment 1 week prior to desired start date**
- Hourly appointment, paid biweekly and must complete biweekly timesheets
- Limited to working **9 months** in a rolling 12-month period
- Students who are no longer actively enrolled in courses cannot hold a student appointment, and therefore are recommend to be a temporary aide (graduated students who are not staying on permanently)

POI Appointment Information:

- **Must initiate appointment 1 week prior to desired start date**

Type A: IdentiKey Only

(campus login to access services such as portals & appear online directory)

Type B: IdentiKey and Email

(campus login to access services such as portals, email, & appear online directory)

Type C: IdentiKey and Exchange Email
(similar services to Staff & Faculty)