Change of Status vs. Pay and Cost

Use the Change of Status form when

- Adding or removing titles/ranks or departments to an existing employee during an appointment period.
- Changing an existing employee's:
  - Employment percent
  - Union status
  - Appointment basis
  - UNTF Teaching Effort %
  - Appointment Start Date
  - Primary Position Type
  - Additional Titles and Ranks
- Pay and funding changes can be submitted as part of the change of status.

Use the Pay Changes or Cost Redistribution link when

- Changing only an employee's pay and/or funding, including adding sub-accounts.
- Changing an employee's funding after moving a position to a new organizational unit or adding an additional organizational unit. This helps ensure that the funding request is routed correctly based on the new organizational units.
- Following up a form when the funding information exceeds the number of lines available on the form.