• Introduction

• Employment Action Form (EAF)
  – Definition
  – Who Completes
  – When to Complete
  – Location
  – Instructions
• Human Resources Management offers a full range of development opportunities for Mississippi State University employees in order to provide information, resources, and tools needed to support success in the workplace.

• The following information is provided to give MSU staff the resources and tools they will need to complete the Employment Action Form.
• The Employment Action Form is a form that is used for any personnel actions that affect payroll and/or the employee’s Banner records.
Who Completes

• The Employment Action Form should be completed by a designated employee in the department in which the action is taking place. This shouldn’t be the person for whom the personnel action is initiated. If you aren’t sure who completes Employment Action Forms in your department, check with your Department Head.

• The Employment Action Form must be signed by the department head or someone with signature authority for the department head.
• The Employment Action Form should be completed before actions occur if possible.
Employment Action Form (EAF)

<table>
<thead>
<tr>
<th>Section I: Employee Information</th>
<th>Section II: Transaction Information</th>
<th>Section III: Status Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Current Title(s):</td>
<td>(Yellow Highlighted Fields are Required Fields)</td>
<td>Title: From:</td>
</tr>
<tr>
<td>Activity: Position No:</td>
<td></td>
<td>To:</td>
</tr>
<tr>
<td>Home Org Name: Home Org Number:</td>
<td></td>
<td>Non-FTE:</td>
</tr>
<tr>
<td>Time Sheet Org: Name: Time Sheet Org Number:</td>
<td></td>
<td>Other From:</td>
</tr>
<tr>
<td>Check Address: Select Type of Action:</td>
<td></td>
<td>Other To:</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Select Type of Appointment:</th>
<th>Select Type of Separation:</th>
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<tr>
<th>Employee Contract Required:</th>
<th>Approval Signature and Date:</th>
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<tr>
<th>Human Resource Management Use Only:</th>
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<tbody>
<tr>
<td>Separation Leave Pay:</td>
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<tr>
<th>Accounting Distribution (Required Fields):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position # &amp; Title: Account Name: Fund: Org: Program: Activity: Semi-Monthly Hours Rate: Annual Rate: Workload %: Balance to be Paid (Optional):</td>
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</tbody>
</table>

<table>
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<th>Required To:</th>
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<tr>
<th>Mail Stop:</th>
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</table>

Select the Required Paperwork by Type of Hire: Human Resources Management Use Only: Budget/Perfor Use Only: 

MISSISSIPPI STATE UNIVERSITY
To access the Employment Action Form, please use the appropriate form for your computer operating system. The form is located on the Human Resources Management “Forms Page.”

- **For Window Users**
  Will connect you to the proper Employment Action Form for window users.

- **For MAC Users**
  Will connect you to the proper Employment Action Form for Mac users.

http://www.hrm.msstate.edu/employment/eaf/
When “Security Warning” appears at the top of your worksheet, the macros within the worksheet will need to be activated.

To activate the macros select "Options."

Once you select “Options,” the security Alert box to your left will appear within your worksheet.
Security Alert – Macros & ActiveX

Select “Enable this content”

Once the macros have been activated, a message box will appear within the worksheet.
The following message will appear within your worksheet:

“Please make sure that the appropriate information is entered into the yellow highlighted fields. These are required fields and the EAF is subject to be returned if the proper information is not entered correctly.”

Select “OK”

Enter the information into the EAF for the appropriate actions selected within the worksheet (EAF).
INSTRUCTIONS
Section I: Employee Information

- **MSU ID NUMBER**
  When processing the EAF for existing employees, use the employee’s nine-digit MSU ID Number. The official Social Security number is only required for new hires.

- **NAME**
  Provide employee's first, middle and last name as it appears on the Social Security card and other official documents.

- **Current/New Title(s)**
  The title on the EAF should match the title in the Position Approval Request Form and the offer letter.
Section I: Employee Information

- **Current/New Title Code**
  Title codes are located on the Position Approval Request Form (PARF) or contact your HRM Generalist for additional information. Employee Salary Grades and Titles

- **Home Org. Name**
  The name of the department/unit administratively responsible for the employee.

- **Home Org. Number**
  The six-digit organization code for the department that is administratively responsible for the employee.
Section I: Employee Information

- **Time Sheet Org. Name**
  The name of the department/unit on whose payroll voucher this employee should be listed.

- **Time Sheet Org. Number**
  The six-digit organization code of the department on whose payroll voucher this employee should be listed.

- **Check Address**
  Payroll checks are direct deposited into a checking or savings account at the financial institution of the employee's choice. The Check Address is used for financial reporting based on the employee's campus mail stop for all on-campus locations and departmental postal addresses for all off-campus locations.
The employee has been hired to work 100% of the work week, even though they do not work three months of the year.

The employee has been hired to work the equivalent of a 40-hour work week and will work a 12-month year.

The employee is scheduled to work less than 100% of a 40-hour work week. List the exact percentage of the work week for which the employee has been hired.

The employee is scheduled to work less than 100% of a 40-hour work week. List the exact percentage of the work week for which the employee has been hired.
List the exact percentage of the work week for which the part-time employee was hired. Your percentage should be less than 100% for a part-time employee.

Annual salary for regular employees and Graduate Assistants.

Hourly rate for Intermittent and student workers.

Single payment made all at once, in lieu of several smaller payments made at regular or infrequent intervals.

List the actual salary based on the type of pay.
**Effective Date of Action**

List the date on which this action will be effective. The I-9 certification date should match the Effective Date on the EAF.

**New Hire**

The employee's first time appointment to any department or unit at Mississippi State University.

**Reappointment/Extended Appointment**

The employee is continuing employment or extending any appointment in the same position for an additional period of time.

**Rehire**

The employee previously worked for a department or unit at Mississippi State University, but there has been a break in employment.

**Rehire of Retiree**

Select this action if the employee has retired from MSU or another state agency.

**Return From Leave**

Place an employee back on payroll that has been out for a sabbatical or long-term leave of absence.
Section II: Transaction Information

Select Type of Action

- **Sabbatical Leave (Full Pay)**
  A faculty member who will be on sabbatical leave for one semester at full pay.

- **Sabbatical Leave (Partial Pay)**
  A faculty member who will be on sabbatical leave for two semesters at half pay.
Section II: Transaction Information

Select Type of Action

- **Status Change**
  The EAF is being completed to make a Status Change (Section III).

- **Transfer From Another Department**
  The employee is transferring from another department or unit at Mississippi State University without a break in employment.

- **Transfer From Other State Agency**
  The employee transferred from another state agency or public school of the state of Mississippi. List the name of the state agency in the field provided above, from which the employee is transferring.
Section II: 
Transaction Information
Select Type of Appointment

- **Faculty**

- **Graduate Assistant**
  The employee has been granted a graduate research, teaching, or service assistantship. The Graduate School must sign all EAF’s on graduate students.

- **Intermittent**
  The employee is scheduled to work less than four and one-half months (no more than 720 hours per fiscal year).

- **Regular**
  The employee is scheduled to work more than four and one-half months.

- **Student Worker**
  The employee’s work assignment is secondary to the pursuit of academic goals or objectives and the employee is enrolled as an undergraduate student of Mississippi State University. (A high school student who has not yet enrolled at MSU can be hired as an intermittent employee, but not as a student worker).
Section III: Status Change

Enter Appropriate Type of Change in the Fields Provided on the EAF

- **Title**
  If the employee's title is changing, list old title in the "From" field. The title in the "To" field will populate from "Section I," "Current/New Title(s)."

- **Position Number**
  If the employee's position number is changing, list old and new position number in "From" and "To" fields.

- **Pay**
  If the employee's rate of pay is changing, list old and new pay amount in "From" and "To" fields.

- **FTE (Full Time Employee)**
  If the employee's FTE is changing, list old and new FTE rates in "From" and "To" fields.

- **Other**
  Any miscellaneous changes in employment status.
Removes a deceased employee from payroll. The Effective date should be the date of death.

The period for which the employee was hired has reached an end. Examples would include graduate teaching assistants, students, and lecturers.

The university terminates the employment of the individual.

The position is discontinued due to elimination or reduction of funding.
Section III: Status Change
Select Type of Separation

- **Resignation**
  The employee has resigned.

- **Retirement**
  The employee is retiring.

- **Transferring to Another Department**
  The employee is transferring to another department or unit at Mississippi State University.
FMLA (Family and Medical Leave Act) provides up to 12 weeks of job-protected leave per fiscal year with required documentation. Please refer to Family and Medical Leave Policy on the Human Resources Management Website for additional information.

The employee will be on an extended leave of absence without pay and no payroll check will be issued for more than one pay period. An EAF marked Return from Leave (Transaction Information in Section II) is required to place the employee back on active payroll status.

**FMLA Leave**

**Long-Term Leave of Absence (Without Pay)**

The employee will be on an extended leave of absence without pay and no payroll check will be issued for more than one pay period. An EAF marked Return from Leave (Transaction Information in Section II) is required to place the employee back on active payroll status.

**Short-Term Leave of Absence (Without Pay)**

An exempt employee will be on leave without pay for one or less pay periods. Record the **Beginning Date and Ending Date** and complete the number of hours used. **Note**: An EAF is not required for a short-term leave of absence for a non-exempt employee. The employee completes an Application for Leave of Absence Without Pay for the number of hours they are absent. The department uses the earn code DOC to reduce the employee's pay for the current pay period by the number of hours taken as leave without pay.
## Section IV: Accounting Distribution

- **Position # & Suffix**
  The Position Number comes from the unit's budget or PARF.

- **Account Name**
  The Account Name will be either the Fund or Organization name.

- **Fund, Org, Program, Activity**
  These are the six-digit Banner codes.
Section IV: Accounting Distribution

- **Semi-Monthly or Hourly Rate**
  This is the payment rate for the employee.

- **Annual Rate**
  This amount must be the same as the Rate of Pay in Section I of the EAF.

- **Work Load %**
  This is the percentage of the employee’s funding (pay) that comes from the accounting distribution on this line (record). The total should always be 100%, even if the employee works part time. The Workload accounts for the sources of funding for all of the pay an employee receives.
Please select "Yes," if the employee receives an employee contract and "No" if the employee does not receive an employee contract.

If you select “Yes,” please fill out the “Employee Contract Attachment Form” located on the Human Resources Management forms page, and submit the form with your Employment Action Form and offer letter. Select the link provided on the EAF for the HRM forms page.

Employee Contract Attachment Form
Additional Information

- **Prepared By**
  
  Individual who prepares the document should provide the following:
  
  - Name
  - Phone
  - Email Address
  - Mail Stop

- **Required Paperwork by Type of Hire**

  Select the link provided on the EAF for additional information.
  
  Required Hiring Procedures and Paperwork by Type of Hire
Questions

- **HRM Data Services**
  Contact Data Services in reference to any personnel action that will affect the Employment Action Form (EAF).

  Human Resources Management Staff

- **HRM Business Manager**
  Contact the Business Manager in reference to any issues with the form.

  Human Resources Management Staff