**Form Selection & Matrix**

**BUMG FORM Selection/ Backup Documentation/Comments** for New Hires & Changes to Compensation Plans

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Documentation/Comments</th>
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| **New Hire** | o OM form (set up position): Note in Comments: “Setting up for New Hire”  
- o Offer Letter  
- o Offer Letter Amendment if applicable (for changes on: start date, percent time or salary)  
- o Faculty appointment letter, if approved  
- o Note in Comments: “# of estimated hours per week” (Needed to determine setup as FT or PT)  

  - o PA form (hire employee)  
- o Offer Letter  
- o Offer Letter Amendment if applicable (for changes on: start date, percent time or salary)  
- o Salary letter  
- o Faculty appointment letter, if approved  
- o Note in Comments: “# of estimated hours per week” (Needed to determine setup as FT or PT) |

| **Maintain & EPU** (if change to Salary & %time) or **& Salary Change** (if only change to Salary) | o Increase or decrease to salary -per comp plan  
- o Note in Comments: “Change per BUMG compensation plan”  

  - o Increase to salary - outside comp plan  
- o Note in Comments: “BUMG Change outside comp plan”  

  - o Decrease to salary - outside comp plan (with decrease to % time)  
- o Note in Comments: “Decreasing Salary & %time, please see attached.”  

  - o Letter of notification or email acknowledgement by faculty  

  - o Decrease to salary - outside comp plan (remaining at 100% time - must be 40 or more hours per week)  
- o Note in Comments: “# of estimated hours per week” (needed to determine setup as FT or PT) |

*NOTE*: When processing OM forms to update position information, you must wait until the form completes and the changes are visible in the PA forms **before** submitting the PA forms. The sync between OM data and PA forms runs every 2 hours. **If you do not wait until the changes are reflected in the PA forms, then the updates will NOT be reflected on the employee’s record.**