



CIE Form Instructions for Grant-Funded Programs

Purpose:	These instructions apply only to grant-funded programs . The Change-in-Employment (CIE) Form must be completed after approval of the Overload/Summer Salary/Adjunct Payment Request Form to ensure payment is processed correctly through the appropriate grant-funded GL account code .
Steps:	<ol style="list-style-type: none"> The form can be found at - https://www.campbell.edu/faculty-staff/human-resources/forms-for-hiring-managers/ Please Choose- select Request for Payment (bonus, overload, etc.) Position Type – select ‘Not Applicable’ Name of Employee being replace- skip this step Is this a promotion – select ‘No’ Employee Name – Enter first and last name of employee Faculty/Staff ID Number – Enter their ID number <ol style="list-style-type: none"> If you do not have it listed somewhere from a previous year, you will need to email the employee for it Employee Address – you may skip this step Is this a current student at Campbell University – select ‘No’ Start Date for Requested Change – enter the date you are completing the form on Recommended Salary – enter the amount from the Overload/Summer Salary Form Department – enter the School/Department the employee works in Position Title – enter the employee’s current position title at Campbell <ol style="list-style-type: none"> If you do not know the position title you can do a search for the employee on the Campbell.edu website or in the Outlook address book Who is the direct supervisor – enter their direct supervisor’s name located on the Overload/Summer Salary Form. Office Location – you may leave blank Office Phone Number – you may leave blank Will this position require a mobile device stipend... – select ‘No stipend authorized’ Will this position require a university credit card – select ‘No’ Salary Level – select the person’s salary level. This is typically ‘Faculty’ Status – the typical choice is ‘Full time’ unless you are told otherwise Account Number to be Charged: Enter the grant-funded GL account code in the format 80-0-88XXX-XXXXX-X <ol style="list-style-type: none"> Important: Do not use a departmental operating account. Always charge the specific grant account associated with the approved Overload/Summer Salary Form. Notes about employee: enter the verbiage from the Overload/Summer Salary Form sections ‘rational Statement for Request’ and ‘Explanation of why.’ Also include your GL code(s) (ex. GL code 80-0-XXXXX-XXXXX-X) and amount to be charge to each GL code if you need to split payment and use more than one GL code Department Head Email (for Approval) – enter osrp@campbell.edu Your name – enter your first and last name Your email – enter your Campbell email address Select submit A message will pop up that the form has been sent for approval OSRP will approve the form and copy you on the approval email