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<tr>
<th>Category</th>
<th>Form Name</th>
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<th>Type of Change</th>
<th>Reason for Change</th>
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<td>Employment Checklist (Post- TERI)</td>
<td>HRM-120</td>
<td>4/17/2015</td>
<td>Content Change</td>
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<td>Added wording to state that it is mandatory and replaced a question asking if you</td>
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<td>Employment Checklist (Post- Retirement)</td>
<td>HRM-120</td>
<td>4/17/2015</td>
<td>Content Change</td>
<td>Reason for Change</td>
<td>have been discharged or forced to resign. Also added a field for the incumbent’s</td>
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<td>Special Employment Checklist</td>
<td>HRM-200</td>
<td>4/17/2015</td>
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<td>HRM-250</td>
<td>4/17/2015</td>
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<td>Affidavit of Employment</td>
<td>HRM-300</td>
<td>4/17/2015</td>
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<td>HRM-300</td>
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<td>Invitation to Self-Identify</td>
<td>HRM-350</td>
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<td>HRM-400</td>
<td>4/17/2015</td>
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<td>HRM-450</td>
<td>4/17/2015</td>
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<td>HRM-850</td>
<td>4/17/2015</td>
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<td>Content Change</td>
<td>Reason for Change</td>
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</table>

Summary of Form Updates:

- **10/20/2015**: Added field for working email address.
- **6/10/2015**: Added a box for the incumbent’s email address.
Summary of Form Updates

### Revised Document for Non-FTE/Non-Student Positions

**Form Code:** PBP-2

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with new electronic enrollment Program Guidelines with implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Removed information on benefits language that is included on the employment agreement form.
- **8/15/2014:** Revised to support/comply with the implementation of the ACA.

### Revised Document for Summer Employment

**Form Code:** PBP-2.5

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to reflect the same terms of employment.

#### Description of Changes

- **6/14/2014:** Updated Session Dates for 2014 Summer Sessions.
- **9/16/2013:** Revised salary offered, pay periods, hours per week and annual language to simply with E3C changes that became effective 7/1/2013.
- **11/20/2013:** Revised to support/comply with the implementation of the ACA.

### Office of Temporary Employment

**Category:** Temporary Employment

#### Description of Changes

- **1/29/2015:** Revised instructions to determine when an email address can be used for ECOM and allowed use of the ECOM and allowed use of the ECOM Block; Added 40% of Base Salary to the benefits offered.

### Hire '10/Post Retirement Offer letter (FTE Agreement)

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised fields to support/comply with the implementation of the ACA.
- **10/23/2015:** Revised to support/comply with the implementation of the ACA.

### Hire '10/Post Retirement Offer letter (Temporary Agreement)

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised fields to support/comply with the implementation of the ACA.

### FLSA Employment Agreement

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised to support/comply with the implementation of the ACA.

### Request for RSP Positions

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised to support/comply with the implementation of the ACA.

### Temporary Employment Addendum

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised to support/comply with the implementation of the ACA.

### retro/Extensions Document for Temporary Positions

**Form Code:** PBP-16

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised to support/comply with the implementation of the ACA.

### Updated Session Dates for 2014 Summer Sessions

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised to support/comply with the implementation of the ACA.

### Updated Session Dates for 2014 Summer Sessions

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised to support/comply with the implementation of the ACA.

### Updated Session Dates for 2014 Summer Sessions

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised to support/comply with the implementation of the ACA.

### Updated Session Dates for 2014 Summer Sessions

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised to support/comply with the implementation of the ACA.

### Updated Session Dates for 2014 Summer Sessions

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised to support/comply with the implementation of the ACA.

### Updated Session Dates for 2014 Summer Sessions

**Category:** Temporary Employment

- **Initial Date:** 4/29/2013
- **Reason for Change:** Revised to support/comply with the implementation of the ACA.

#### Description of Changes

- **6/14/2014:** Revised to support/comply with the implementation of the ACA.
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<th>Form Title</th>
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<th>Reason for Change</th>
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<td>Tuition Assistance Application for Staff/Staff or ROTC Members</td>
<td>Tuition Assistance Application for Staff/Staff or ROTC Members</td>
<td>3/31/2014</td>
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<td>Updated form to reflect new procedures for Tuition Assistance/Reimbursement to public charge</td>
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<td>3/31/2014</td>
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