FIT Fashion Institute
of Technology

Action Form Completion and Process Guide

Effective October 17, 2022,New Hire/Rehire/Additional Job Action Forms for individuals will become an online, paper-free process. Please see the New Hire/Rehire/Additional Job Action Form Process Guide for more information. **Please do not download the pdf Action Form template - effective immediately.**

All other Action Forms (including Blanket New Hire Action Forms) remain the same as follows.

**Action Form Templates
(Word documents)**

In place of one action form for all actions, different action form templates have been created to ensure the information needed to process each request is included and to make the forms easier to complete. The different action form templates available for use are as follows:

1. **Termination/End Job** – to be used when one of the employee's jobs will end or will no longer be working for the college
2. **Job Change** – to be used for any changes in employment such as position number, title, department, pay rates, supervisor, etc.
3. **One Time Payment** – to be used for any one-time payments or one-time stipend payments to employees
4. **Add/End Chairs/Director Stipend** – for a newly appointed Chair or Director, to continue a Chair or Director stipend, or to be used to end a Chair or Director stipend

Routing Process Change
Action forms that are signed and approved by the VP or designee will be sent to the Budget Office via budget@fitnyc.edu for first review and further processing.

The routing process is as follows:

Chair/Supervisor ➡ Dean/Sr. Admin. ➡ VP/Designee ➡ Budget ➡ HR ➡ Payroll

Completing the Action Form
As of Friday, December 18, 2020, older versions of the action form will no longer be accepted. As a reminder, paper documents are also not accepted and all action forms must be processed electronically. If sending an Adobe e-signed document, please ensure edits can be made by Budget and HR. If the document cannot be edited to add signatures and a tracking number, it will have to be sent back.

With the addition of the new action form types, we have narrowed down the information needed for each type of action and all fields are mandatory unless otherwise specified on each action form including all necessary signatures. The action form must also be submitted in a timely manner prior to the effective date.

GL Codes

To assist with the GL code (cost center/object code) fields, please refer to the Personnel Services Object Code Chart and Chart of Accounts for the Operating Budget. If there are questions regarding position numbers, please first refer to the Dean or VP's office, and if further advice is needed, please contact the Budget Office.

Naming Convention

Moving forward all action form documents being sent to the Budget Office must be named as follows:

First Name LastName_Action_Eclass_**Budget Review**

Ex. Susan Johnson_New Hire_FT Staff_Budget Review

For any action forms being resent as a revision, please add the number of the revision as follows when resending:

First Name Last Name_New Hire_NC Faculty_**Budget Review2**

Action Form Processing Notification

After an action form is processed by the department, it is then forwarded through the routing chain and eventually is sent to the Payroll Office for completion. Once action forms are processed by the Office of Human Resources, they are forwarded to Budget and/or Payroll. For further transparency, the person(s) that begin the action form chain will be copied on the processing email notifying them that this has been processed by Human Resources. This is merely to notify the department where the action form is in the process and no further action is needed by the department at that time unless otherwise specified.

Blanket Action Forms

If there are multiple employees with the **same** action being taken, a blanket action form can be completed. For example, if there are multiple employees experiencing the same rate change or supervisor change, one action form can be completed with the main information, or what information is being changed, and with an attachment of the remaining required information, including employee name and ID number.

Blanket Action Forms can now be completed for new hires as well. If a blanket action form will be completed for new hires, at minimum, the employees must have the same effective date and position number. The remaining information can then be completed on a Blanket Action Form New Hire List including name, position number, and rate of pay.

Contact Information

For Budget specific questions, please contact the Budget Office at budget@fitnyc.edu.
For Payroll questions, please contact Payroll at payroll_question@fitnyc.edu