DATA CORRECTION FORM INSTRUCTIONS

Please use this form to correct data on a current employee’s record

Possible scenarios – please review carefully:

1. Employee was hired with incorrect subgroup or incorrect subarea – the position has not been updated yet:
   - Fill out the appropriate fields and send the form to HR Compensation (hrcomp@ucmail.uc.edu)
   - HR Compensation will update the position and send the form to HR Operations to update the person record (hris@ucmail.uc.edu)

2. Employee was supposed to be hired as exempt, but position was posted as non-exempt (or vice versa):
   - Fill out the appropriate fields and send the form to HR Compensation (hrcomp@ucmail.uc.edu) NOTE: Be sure to include the new correct hourly pay or salary – HR Ops will not calculate.
   - HR Compensation will update the position and send the form to HR Operations to update the person record (hris@ucmail.uc.edu)

3. Employee was hired into the wrong position number:
   - Fill out the appropriate fields and send the form to HR Operations (hris@ucmail.uc.edu)

4. Employee was hired with incorrect title (including open rank):
   - Fill out the appropriate fields and send the form to HR Compensation (hrcomp@ucmail.uc.edu)
   - HR Compensation will update the position and send the form to HR Operations to update the person record (hris@ucmail.uc.edu)

5. Employee was hired with the incorrect hourly rate or annual base pay:
   - For Staff:
     - Fill out the appropriate fields and send the form to HR Compensation even if the amount is less (any change in pay requires approval from Compensation, higher or lower) (hrcomp@ucmail.uc.edu)
     - HR Compensation will send the form to HR Operations to update the person record once approved (hris@ucmail.uc.edu)
   - For Faculty:
     - Fill out the appropriate fields and send the form to your VP approver
     - The VP approver should send the form to HR Operations (hris@ucmail.uc.edu)
   - For Students:
     - Fill out the appropriate fields and send the form to HR Operations (hris@ucmail.uc.edu)
6. Employee was hired with the incorrect FTE:

   **If the FTE change does not require a change to the position (exempt/non-exempt status, subgroup):**
   - Fill out the appropriate fields and send the form to HR Operations (hris@ucmail.uc.edu)

   **If the FTE change requires a change to the position (exempt/non-exempt status, subgroup):**
   - Fill out the appropriate fields and send the form to HR Compensation (hrcomp@ucmail.uc.edu)
   - HR Compensation will update the position and send the form to HR Operations to update the person record (hris@ucmail.uc.edu)

Below are the minimum fields that must be filled out. If other fields are changing that are not marked as required, you must fill them out as well. Forms with missing fields will be returned for completion.

<table>
<thead>
<tr>
<th>Incorrect Position Number (other characteristics remain the same)</th>
<th>Incorrect Position Title (other characteristics remain the same)</th>
<th>Incorrect FTE</th>
<th>Incorrect Rate of Pay (other characteristics remain the same)</th>
<th>Incorrect Pay Frequency</th>
<th>Incorrect Pers Sub Area</th>
<th>Incorrect EE Subgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>Position Title</td>
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<td>FTE</td>
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<td>Rate of Pay</td>
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<td>X</td>
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<tr>
<td>Pay Frequency</td>
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<td>Pers Sub Area</td>
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<tr>
<td>EE Subgroup</td>
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<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>