



Action Form Completion and Process Guide

As of Friday, December 18, 2020, changes to the action form document and routing process will take effect. Below is an explanation and guide to assist in the transition:

Action Form Templates

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. **New Hire – Adjunct** – action form used to hire new part time classroom faculty members only
2. **New Hire, Rehire, Additional Job** – to be used for any newly hired employees, returning employees, or employees that are being hired for an additional job
3. **Termination/End Job** – to be used when one of the employee's jobs will end or will no longer be working for the college
4. **Job Change** – to be used for any changes in employment such as position number, title, department, pay rates, supervisor, etc.
5. **One Time Payment** – to be used for any one-time payments or one-time stipend payments to employees
6. **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

Currently, after action forms are signed and approved by the VP or designee, they are sent to Human Resources for processing and later forwarded to Budget and Payroll. Moving forward, all action forms, **with the exception of “New Hire – Adjunct”**, will no longer be sent to Human Resources (hractions@fitnyc.edu) first. Instead, as of Friday, December 18, 2020, these 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 for adjunct new hires will remain as follows:



For all other action types, the new routing process will be as follows:



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 an attachment including name, position number, and rate of pay.

Contact Information

For any action form process questions or to check the status of an action form, please contact: Christina Tavarez at christina_tavarez@fitnyc.edu. For questions regarding on-boarding, please contact hractions@fitnyc.edu.

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

For Payroll questions, please contact Maria Camilo-Almanzar at maria_camiloalmanzar@fitnyc.edu.

OBJECT CODES (PS) as of July 6, 2020

PERSONNEL SERVICES

ObjCode	Description
51003	Faculty-FT
51006	Adjunct Day
51009	FT Evening (Overload)
51012	Adjunct Evening
51015	Adjunct Winter
51018	Adjunct Summer
51080	Faculty-Workers Comp
51081	Faculty-On Leave
51090	Faculty Salary Offset
52003	Administration-FT
52006	Non-Classroom Faculty-FT
52009	Class Assistant-FT
52012	Staff-FT
52015	Security-FT
52080	Staff-Workers Comp
52081	Staff-On Leave
52082	Admin On Leave
52090	Staff Salary Offset
52103	Administration-PT
52106	Non-Classroom Faculty-PT
52109	Classroom Assistant-PT
52112	Staff-PT
52115	Security-PT
52203	Stipends
52204	Fellowships
52206	Overtime
53103	Occasional-PT
53106	Coaches
53109	Models
53115	Res Assistants
57103	College Work Study-On Campus
57106	College Work Study-Off Campus
57109	College Work Study-Match
57203	Other Student Salaries

**Operating Budget Account Code Structure
FY 2021**

As of July 1, 2020

Academic Affairs	Administrative/Support Divisions	Finance & Administration Division
<u>School of Art and Design</u>	<u>School of Graduate Studies</u>	
11100 Dean-Art & Design	11400 Dean-Graduate Studies	11800 VP & Treasurer
11105 Communication Design Pathways	11401 Graduate Studies Fellows	11801 General Administration -VPFA
11110 Visual Present & Exhibition Design	11410 Cos & Frag Mktg & Mgmt, Graduate	11802 Gen Institutional Support -VPFA
11115 Fashion Design	11420 Exhibition & Experience Design, Graduate	11804 CFO
11120 Fashion Design-Art	11430 Art Market Studies, Graduate	11811 CFO - Instructional
11125 Illustration	11440 Global Fashion Mgmt, Graduate	11812 CFO - Non Instructional
11130 Fine Arts	11450 Illustration, Graduate	11835 FIT Department of Public Safety
11135 Interior Design	11460 Fashion and Textile Studies, Graduate	11862 College Rentals
11140 Photography	11480 Fashion Design, Graduate	11890 Space Planning & Management
11145 Textile/Surface Design		11999 Fringe Benefits
11150 Fabric Styling	<u>Center of Continuing & Professional Studies</u>	<u>Assistant VP-Finance</u>
11155 Accessories Design	11650 Center of Continuing & Professional Studies	11805 Accounting
11160 Jewelry Design	11651 Center of Continuing & Professional Studies Non-Credit	11809 Student Faculty Committee
11165 Computer Graphics	11652 Center for Pre College Program	11810 Purchasing
11175 Toy Design	11653 Enterprise Center-Credit	11820 Payroll
11185 Packaging Design	11654 Enterprise Center-Non Credit	11845 Office of the Bursar
11190 Special Programs	11655 Professional Studies	11865 Budget Office
	11656 Public Programs-Prof Training	
<u>School of Business & Technology</u>	11657 Contract Programs-Prof Trng	
11200 Dean-Business & Technology	11659 Evening / Weekend Credit	<u>Enrollment Management & Student Success</u>
11205 Advertising & Mktg Communications		11700 Vice President -EnrollMgmt & Student Success
11210 Fashion Business Mgmt	<u>AVP - Faculty & Academic Program Support</u>	11701 Commencement
11215 Production Management	11301 Testing Center	11702 Gen Institutional Supp -VPSA
11220 Textile Development & Mktg	11302 Academic Skills Center	11706 Dean Award Ceremony
11235 Cosmetics & Fragrance Mktg	11304 Writing Studio	11720 Registrar
11245 Home Products Development	11635 Online Learning & Academic Technologies	<u>Enrollment Services</u>
11250 Direct & Interactive Mktg	11671 Teaching Institute	11703 Dean of Enrollment Services
11255 International Trade & Mktg	11672 Curriculum	11709 International Student Services
11260 Technical Design	11673 Faculty Development & CET	11711 EOP
11265 Entrepreneurship	11675 Faculty Services	11715 Admissions
	11676 Faculty Senate Admin Support	11735 Financial Aid Services
<u>School of Liberal Arts</u>	11690 Career and Internship Services	11760 Campus Card
11300 Dean-Liberal Arts	11692 Internship Studies	11870 Strategic Recruitment
11305 English & Communication Studies	11708 Academic Advisement Center	<u>Student Development</u>
11310 Film, Media and Performing Arts	11919 Office of Institutional Research and Effectiveness	11704 Dean of Student Development
11315 Science & Math		11705 Student Life
11320 Social Sciences	<u>Library</u>	11707 Athletics Program
11325 Educational Skills	11605 Library	11710 Counseling
11330 Modern Languages and Cultures	11606 Library Acquisitions	11740 FIT-ABLE
11335 History of Art		11745 Phi Theta Kappa
	<u>VP Academic Affairs & Support Services</u>	11750 Student Ambassadors
	11915 Vice President of Academic Affairs	11751 College-wide Programs
	11630 FIT in Florence-NYC	11753 Orientation
	11631 FIT in Florence	<u>Development and Alumni Relations</u>
	11633 FIT in Milan-NYC	11905 Development and Alumni Relations
	11634 FIT in Milan	
	11640 Instruction-Other	<u>Communications and External Relations</u>
	11680 Presidential Scholars	11920 Communications and External Relations
	11917 Grants Office	11921 Event Management/Facilities Rental
	11935 International Programs	
<u>Human Resources</u>		
11950 Human Resources		
11808 333 Seventh Av 16 Fl Gen Admin		
11951 Employee Assistance/Wellness Programs		
<u>General Counsel</u>		
11903 Office of Compliance and Policy		
11904 Internal Controls		
11955 General Counsel & Secretary		
		<u>Finance & Administration Division</u>
		11800 VP & Treasurer
		11801 General Administration -VPFA
		11802 Gen Institutional Support -VPFA
		11804 CFO
		11811 CFO - Instructional
		11812 CFO - Non Instructional
		11835 FIT Department of Public Safety
		11862 College Rentals
		11890 Space Planning & Management
		11999 Fringe Benefits
		<u>Assistant VP-Finance</u>
		11805 Accounting
		11809 Student Faculty Committee
		11810 Purchasing
		11820 Payroll
		11845 Office of the Bursar
		11865 Budget Office
		<u>Assistant VP- Administration</u>
		11807 333 Seventh Av 15 Fl Gen Admin
		11860 Operational Services
		11815 Print and Mail Services
		11850 Receiving
		11861 Rented Office Space
		11864 Emergency Preparedness
		11866 Contract Administration
		11957 Environmental Health & Safety
		<u>Facilities</u>
		11803 Equipment Maintenance
		11831 Facilities
		11832 C of O - Bldgs A-E
		11836 Landscaping
		11837 Chiller/HVAC Maintenance
		11838 Campus Renovations
		11839 Custodial Services
		11842 Facilities Management Contract
		11844 Engineering Services
		11898 A Labs Maintenance
		<u>Technology</u>
		<u>Enterprise Infrastructure Services</u>
		11824 Telecom/Network Operations
		11825 Enterprise Infrastructure Services
		11826 Telecommunications
		11828 Network
		11829 IT Operations & Systems
		11892 Data Center/MDF Room
		<u>Educational Technology</u>
		11102 PrintFX - FabLab
		11103 Innovative Technology & Digital Production
		11627 Help Desk
		11628 Technology Development Team
		11827 Desktop Services
		11945 Academic Computing
		11949 Student & Classroom Printing
		<u>Enterprise Applications</u>
		11947 Enterprise Applications
		<u>VP - CIO</u>
		11625 Media & Event Technology Svcs
		11629 Emerging Technologies
		11813 333 Seventh Ave 14th Fl Gen Admin
		11930 IT Upgrades - Admin
		11931 IT Upgrades - Academic
		11941 Program Management Office
		11943 IT Admin, Finance & Planning
		11944 IT Special Projects
		11946 Chief Information Officer
		<u>Information Security Office</u>
		11942 Information Security Office