

Request for Status/Salary Change

Reference Number 00000067042



Form Purpose

This form is used to create a new status/salary change for all current faculty, staff, or student employees. It cannot be used to hire or rehire employees, process additional assignments, or to initiate electronic pay or pay changes for part-time faculty, or be substituted for a Faculty Appointment Form.

The status change can be submitted for the following :

- Process a salary change
- Add, modify, or remove a cost override on an employee
- Continue a contract
- Change in Full-Time Equivalent (F.T.E.)
- Reclassify an employee

Current Position Information

Employee	Eddie James Howard (90027438)	PersArea	Main Campus (1000)
Position	Vice President (30002399)	PersSubArea	Highland Hghts (1001)
Pos Subtype	()	Cost Center	V.P. Sidnt Affairs (0208001001)
OrgUnit	StudntAffs (11000148)	Fund	Unrestrictd Curr Fund (0111000100)
Payroll Area	NKU Monthly (M1)	Func Area	(0600)
EmpGrp	Staff (C)	Bus Area	Northern Kentucky University (100)
EmpSubGrp	Executive (27)	Superior Org	Student Affairs (11000148)
		College Org	()

Department Instructions:

To process a change for the employee check the corresponding action box below and then complete the remaining information sections on the form. If you have any questions please contact Human Resources.

Start Date

Status Change Salary Change Cost Override Continuation

Reason

Position Vice President, Student Affairs

Weekly Hours Avg. Daily Hours Employment %

Annual Salary \$ Please update if changing. *18,333.33/mo*

Campus Phone Building Room

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Cost Override Information

Do you need to create a cost override outside of your default cost center? No Yes

Previous Comments

Kendra Conley 12/13/2022 09:30:15
Salary increase due to additional responsibilities around oversight of the admission strategy, team, and work. This increase has been approved by Riche Boehne and Board Executive Team.

New Comments

Dionna Sholler

From: Lori Southwood
Sent: Tuesday, December 13, 2022 9:23 AM
To: Kendra Conley
Cc: Dionna Sholler
Subject: FW: [EXT] Salary Adjustment for E Howard

Kendra—

Will you process the PAR today to get it into December's pay? The effective date is October1, 2022.

Thanks,
Lori

From: Kara Williams <kara@marketing-collective.com>
Sent: Monday, December 12, 2022 3:43 PM
To: Lori Southwood <southwoodl1@nku.edu>
Cc: Kara Williams <kara@marketing-collective.com>; Rich Boehne <rbsihloh@gmail.com>
Subject: Re: [EXT] Salary Adjustment for E Howard

Hello Lori - thank you for taking my call earlier today. Per our conversation you have approval (from Rich Boehne and the Board Executive Team) to increase Eddie Howard's salary to \$220,000 retroactive to October 2022. This increase is for his additional responsibilities around oversight of the admissions strategy, team, and work. Please let me or Rich know what you need to complete this request.
Thanks again,
Kara

Kara Williams
The Marketing Collective
859.512.3374

MEMORANDUM

To: Eddie Howard

From: Ashish Vaidya 

CC: Human Resources

Date: August 19, 2022

Re: Bonus Payment

Dear Eddie,

I am pleased to inform you that in addition to the 3% base salary increase you received effective July 1, 2022, you are receiving a one-time bonus payment of \$3,500.00. You will receive this payment with your regular August pay.

Thank you for your contributions to the President's Cabinet and Northern Kentucky University.

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PERSONNEL ACTION REQUEST - New Hire/Status Change/Continuation

Type of Action and Employee Information

Reason for PAR: (Please indicate all action types that apply.)

New Hire/ ReHire Position Vacated by: (Name of prior employee or N/A for a new position)

Salary Change **SELECT SALARY CHANGE REASON**

Status/Assignment Change **SELECT STATUS CHANGE REASON**

Continuation of Contract

Additional Assignment (Please use the space under "Comments" section to provide detailed explanation.)

Position Type: Staff Faculty Other: (please specify)

Position Status: Regular Grant Contract Temporary

Employee Full Name: Last Name: **Howard Jr** First Name: **Eddie** Middle Name: **J** Last 4 Digits of SSN:

Work Location: Campus: Highland Heights Grant County METS Center Building: *Select one from either list not both. AC Kenneth R Lucas or LA through WC* Room Number: Campus Phone:

Position Information

Position Number: **30002399** Position Title: **Vice President for Student Affairs** Employee ID: **27434**

Supervisor: **Ashish Vaidya** Organizational Unit (Dept): **Student Affairs** Org. Unit # **11000148**

Total Hours per Week: **37.5** Full-Time Shift Hours: 7.5 10 N/A (part-time) 8.0 13 Annual Salary: \$ **192,000.00** Hourly Rate: \$ **16,000.00** (if non-exempt)

Employment Information

Employment Type: **S8 Staff Regular 12 Months** Assignment Start Date: **01/01/2021** Assignment End Date:

Position Funding Information

Cost Center Number	Grant	Order	Percentage (%)
208001001			100%

Comments

(In addition to explanatory comments, indicate in this section if you are requesting specific pay dates outside of normal payroll cycle/schedule.)

Approvals

PAR Initiator's Name: **Lindsey Christian** Phone Number: **x6384** Date PAR Initiated: **10/26/2020**

Approver Title	Signature	Date
Director/Chair/Grant PI		
Dean		
President	<i>Ashish Vaidya</i>	10/26/2020
Human Resources	<i>Suzanne Reed</i>	11.17.2020
Budget Office/Comptroller/Grants	<i>Al Jordan</i>	

Please attach any supporting documentation required for approval. All approved Personnel Action Request (PAR) forms must be forwarded to Human Resources. Please use the separate Student PAR form to hire student workers. HR-PAR-NH 2012-04-16

PH/H

Handwritten initials

Handwritten initials

PERSONNEL ACTION REQUEST - New Hire/Status Change/Continuation

Type of Action and Employee Information			
Reason for PAR: <i>(Please indicate all action types that apply.)</i>	<input checked="" type="checkbox"/> New Hire/ ReHire	<input type="checkbox"/> Salary Change	SELECT SALARY CHANGE REASON
	Position Vacated by: <i>(Name of prior employee or N/A for a new position)</i>	<input type="checkbox"/> Status/Assignment Change	SELECT STATUS CHANGE REASON
	<input type="checkbox"/> Continuation of Contract	<input type="checkbox"/> Additional Assignment	(Please use the space under "Comments" section to provide detailed explanation.)

Position Type: Staff Faculty Other: (please specify)

Position Status: Regular Grant Contract Temporary

Employee Full Name	Last Name: Howard Jr	First Name: Eddie	Middle Name: J	Last 4 Digits of SSN:
Work Location	Campus: <input checked="" type="checkbox"/> Highland Heights <input type="checkbox"/> Grant County <input type="checkbox"/> METS Center	Building: <i>Select one from either list not both.</i> AC Kenneth R Lucas or LA through WC	Room Number:	Campus Phone:

Position Information

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