

Changes in Terms and Conditions of Employment

Why is this important?

Talent Acquisition (TA) must review and approve changes in employees' terms or conditions of employment except for normal merit salary increases and terminations.

Review cases

The following changes must be reviewed by TA:

- Changes in the terms and conditions of the initial appointment (contract.)
- Changes between regular and temporary status.
- Changes in percent time.
- Title changes.

Revised initial appointment

A revised initial appointment is produced when there are changes to the term and conditions of the initial appointment after it has officially accepted by the candidate on PageUp. The most common change is the start date.

Provost or Vice Presidents have the contractual authority to sign employment contracts on behalf of Kansas State University. The revised initial appointments must be reviewed by your Talent Acquisition Strategic Partner. Initial Appointment Templates are found [here](#) or in the PageUp document library. TA will send the contracts directly to the Provost or Vice president office for approval.

For more information on best practices please contact your [Talent Acquisition Strategic Partner](#)

Hiring Highlight



In uncertain times, candidate experience is more critical than ever. Make sure they have a good experience by preparing logistics and operations!

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