Change of Duty Station Process
Last Updated: 09/30/2022

This process outlines the steps for initiating a Change of Duty (COD) Station for an employee.

A Change of Duty Station request is required to be completed when an employee’s normal work duties will be performed for more than 22 days away from their hiring campus (West Lafayette, Purdue Northwest or Purdue Fort Wayne). The change in location is not required to complete the work but rather the same work can be completed from a different location. Examples include but are not limited to:

- Limited Term Lecturer requesting to teach an online course from their home city in another state (instead of in-person on campus).
- Grad Student who needs to return to their home country to renew their visa but can complete their work remotely while abroad.

If the actual work requires an individual’s presence to be in a location other than the hiring campus for more than 22 days (i.e. to work in a specific international lab) then an R/I/E leave should be completed not a Change of Duty Station.

Some things to consider:

1. The submission of a Change of Duty Station is a request that needs to be approved by several approvers. An approved request should be received prior to making any travel arrangements as there are both programmatic and central approvers. There are many considerations to each request; therefore, the Change of Duty should be submitted with adequate time to allow for review (at least 30 days). Likewise, the intent to hire someone to work from a location other than the hiring campus should contain an approved Change of Duty Station before finalizing the hire.

2. When West Lafayette campus college-specific payroll center or business office, or other administrator assigned by Fort Wayne or PNW campuses, initiates the form within DocuSign, that initiator will be able to track the progress of the form. Follow this Quick Reference to learn how to access DocuSign and initiate form.

3. When completing the signature lines for approval:
   a. Faculty change of duty station should include routing to the Provost designee – Lisa Mauer. Non-faculty change of duty station forms do not include the provost for routing.
   a. Graduate staff appointments should include the Graduate school

<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>How to Do It</th>
<th>Who Does It</th>
</tr>
</thead>
</table>
| 1    | Provide notice of Change of Duty Station       | • Contact WL campus college-specific payroll center, business office or other administrator assigned by your campus with details of the change request  
• They need the following information:  
  o Department name  
  o Your full name and/or PUID so they can complete important information, such as Department name and number, PUID/PERNR, Current CUL and Pay Area (AY/FY/BW) | Employee    |
## Business Process
### Change of Duty Station

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 2    | Complete Change of Duty form | - Access DocuSign via OneCampus and locate the Change of Duty Station template (All Templates or Shared Folders – Change of Duty)  
- Complete the Signer Information. As the initiator, complete your email and name under the Business Support/Payroll Center  
  - Complete the Staff member’s name and email, the form will route to them next.  
  - Complete the needed approvers. For example, the Department Head or Dean (or their designee) need to approve.  
    - The Provost delegate (Lisa Mauer) should be completed for all faculty. **Non-faculty forms do not route to the Provost delegate.**  
    - The West Lafayette Graduate School will need to approve the form for graduate students.  
    - Some areas may choose to include another name/email so the completed form is available to them.  
    - Delete any unneeded signature lines.  
- Initiator can complete as much of section 1 – employee information – as known and must complete section 2 – business office. | WL Business Office or Payroll Center or other PNW/PFW Administrator |
| 3    | Complete Faculty or Staff Member information, requesting leave | The employee receives an email to review and complete form, and sign.  
Review and/or complete the following items:  
- Your name, position title  
- Start and End date for being at different location | Employee |
### Change of Duty Station

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select your current citizenship from the drop-down list.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If a Graduate Student, complete:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name and title of person supervising the research</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any graduate level courses or research credits to be taken</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explain Purpose of Change of Duty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Type current address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Type address of station – select appropriate state or country from drop-down list</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explain how campus duties will be completed, when applicable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sign the form</td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Send country-specific information to <a href="#">Global Services</a></td>
<td>Employee</td>
</tr>
<tr>
<td></td>
<td>Review the table on the <a href="#">Change of Duty page</a> to determine if there are any country-specific factors that may affect Global Services’ approval. If there are any applicable <a href="#">Other Circumstances</a> please send details to <a href="#">Global Services</a>.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Form Routes for approval</td>
<td>Approvers</td>
</tr>
</tbody>
</table>
|      | The form routes for approval according to the order of the signatures lines completed in DocuSign:  
- Global Services and Risk Management automatically receives form  
- Payroll and Benefits (Workers Comp) receives final form |                                         |
| 6    | Monitor Form for completion                                                               | WL Business Office or Payroll Center or other PNW/PFW Administrator |
|      | The Form initiator can monitor the progress of the form                                  |                                         |
| 7    | Form routes to HR-Payroll for completion                                                 | Payroll                                  |
|      | Once approved, Payroll receives the form to enter. Risk Management and Export Control receive copies of the completed form. |                                         |