

Personnel Action Form

NAME		Employee ID Number <i>(HR will enter)</i>	
EMPLOYMENT			
<input type="checkbox"/> Full Time (30 or more hours/week) Hours/week:		<input type="checkbox"/> Part Time (<30 hours/week) Hours/week:	
<input type="checkbox"/> Permanent Regular	Probationary Period End Date (90 days from start)		
<input type="checkbox"/> Temporary (up to 90 days)	<input type="checkbox"/> Work Study	Type:	<input type="checkbox"/> Federal <input type="checkbox"/> State
Start Date		End Date	
Position Title			
Classification	<input type="checkbox"/> Administrative	<input type="checkbox"/> Faculty	<input type="checkbox"/> Exempt <input type="checkbox"/> Classified <i>(hourly)</i>
Department		Supervisor	
Salary		Step/Column	
Office Location		Phone	
Account Code		Percent	100
Account Code		Percent	
Account Code		Percent	
STATUS CHANGE			
<input type="checkbox"/> Temp to Regular		<input type="checkbox"/> Classified Staff Anniversary Date Step Increase	
<input type="checkbox"/> Transfer/Promotion		<input type="checkbox"/> Location Change	
<input type="checkbox"/> Other		<input type="checkbox"/> Reclassification	
<input type="checkbox"/> Other		<input type="checkbox"/> Position Title	
<input type="checkbox"/> Other		<input type="checkbox"/> Suspension (unpaid)	
From		Effective Date	
To		Effective Date	
FUNDING	Account Code	Percentage*	FTE
*Total funding should equal 100%			
From			Effective Date
To			Effective Date
From			Effective Date
To			Effective Date
From			Effective Date
To			Effective Date
TERMINATION			
<input type="checkbox"/> Voluntary resignation		<input type="checkbox"/> Separation due to disability	
<input type="checkbox"/> Layoff due to lack of funding		<input type="checkbox"/> Deceased	
<input type="checkbox"/> Layoff due to lack of funding		<input type="checkbox"/> Non-renewal of contract	
<input type="checkbox"/> Layoff due to lack of funding		<input type="checkbox"/> Termination	
Reason for Termination			
<input type="checkbox"/> Other			
APPROVALS			
Supervisor/Department Chair/Dean			Date
Budget Authority			Date
Vice President/President			Date
Human Resources			Date