

<b>PERSONNEL ACTION REQUEST</b>						<b>Position #:</b>																	
<b>INDIVIDUAL INFORMATION</b>																							
Name: Last:			First:			MI:		Employee ID:															
<b>ACTION REQUESTED</b>																							
New Hire <input type="checkbox"/>		Rehire <input type="checkbox"/>		Transfer <input type="checkbox"/>		Promotion <input type="checkbox"/>		Career Progression <input type="checkbox"/>		Pay Rate Change/Adj <input type="checkbox"/>		Layoff <input type="checkbox"/>											
Termination (indicate) <input type="checkbox"/>				Retirement <input type="checkbox"/>				Leave of Absence (indicate type)															
Explanation of Action and/or other changes:																							
3 <input type="checkbox"/> <b>NEW HIRE</b>			<input type="checkbox"/> <b>CHANGE FROM</b>			<input type="checkbox"/> <b>ON PAYROLL 4</b>			<input type="checkbox"/> <b>TERMINATION</b>			<input type="checkbox"/> <b>CHANGE TO</b>			<input type="checkbox"/> <b>OFF PAYROLL</b>								
Position Title				Position Title				Position Title				Position Title											
Position is Safety/Security Sensitive <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No – Policy 1.085				Position is Safety/Security Sensitive <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No – Policy 1.085				Position is Safety/Security Sensitive <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No – Policy 1.085				Position is Safety/Security Sensitive <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No – Policy 1.085											
Department				Department				Department				Department											
Beginning Date		Ending Date		Beginning Date		Ending Date		Beginning Date		Ending Date		Beginning Date		Ending Date									
Last Day Worked				Last Day on Payroll				Last Day Worked				Last Day on Payroll											
<b>EMPLOYEE TYPE:</b>			<b>EMPLOYEE STATUS</b>			<b>EMPLOYEE TYPE</b>			<b>EMPLOYEE STATUS</b>			<b>EMPLOYEE TYPE</b>			<b>EMPLOYEE STATUS</b>								
Regular <input type="checkbox"/>		Temporary <input type="checkbox"/>		Classified Staff <input type="checkbox"/>		Faculty <input type="checkbox"/>		Regular <input type="checkbox"/>		Temporary <input type="checkbox"/>		Classified Staff <input type="checkbox"/>		Faculty <input type="checkbox"/>		Regular <input type="checkbox"/>		Temporary <input type="checkbox"/>		Classified Staff <input type="checkbox"/>		Faculty <input type="checkbox"/>	
Full Time <input type="checkbox"/>		Hours/Wk		Academic Pro <input type="checkbox"/>		Service Pro <input type="checkbox"/>		Full Time <input type="checkbox"/>		Hours/Wk		Academic Pro <input type="checkbox"/>		Service Pro <input type="checkbox"/>		Full Time <input type="checkbox"/>		Hours/Wk		Academic Pro <input type="checkbox"/>		Service Pro <input type="checkbox"/>	
Part Time <input type="checkbox"/>		Hours/Wk		Admin/Faculty <input type="checkbox"/>		Admin <input type="checkbox"/>		Part Time <input type="checkbox"/>		Hours/Wk		Admin/Faculty <input type="checkbox"/>		Admin <input type="checkbox"/>		Part Time <input type="checkbox"/>		Hours/Wk		Admin/Faculty <input type="checkbox"/>		Admin <input type="checkbox"/>	
				Grad Assistant <input type="checkbox"/>		Student <input type="checkbox"/>						Grad Assistant <input type="checkbox"/>		Student <input type="checkbox"/>						Grad Assistant <input type="checkbox"/>		Student <input type="checkbox"/>	
Payment Rate:				Payment Rate:				Payment Rate:				Payment Rate:											
Biweekly Pay Rate \$				Biweekly Pay Rate \$				Biweekly Pay Rate \$				Biweekly Pay Rate \$											
Other Payment \$				(One Time Pay In Full: <input type="checkbox"/> ) or				Other Payment \$				(One Time Pay In Full: <input type="checkbox"/> ) or											
(Pay Between: specific dates				to				(Pay Between: specific dates				to											
Pay Rate \$				Pay Rate \$				Pay Rate \$				Pay Rate \$											
Academic Year <input type="checkbox"/>				Spring <input type="checkbox"/>				Academic Year <input type="checkbox"/>				Spring <input type="checkbox"/>											
Fiscal Year <input type="checkbox"/>				Fall <input type="checkbox"/>				Fiscal Year <input type="checkbox"/>				Fall <input type="checkbox"/>											
Hourly Pay Rate \$		Comp Hours to be Paid		Hourly Pay Rate \$		Comp Hours to be Paid		Hourly Pay Rate \$		Comp Hours to be Paid		Hourly Pay Rate \$		Comp Hours to be Paid									
Comments:						Comments:																	
Area/Orgn/Dist:						Area/Orgn/Dist:																	
Area/Orgn/Dist:						Area/Orgn/Dist:																	
FOR PAYROLL/HUMAN RESOURCES DEPARTMENT USE ONLY						FOR PAYROLL/HUMAN RESOURCES DEPARTMENT USE ONLY																	
Annual Salary _____ # of Days Worked _____						Annual Salary _____ # of Days Worked _____																	
<b>5 POSITION INFORMATION</b>																							
<input type="checkbox"/> New Position, or <input type="checkbox"/> Replacement Position for:						(Name of Previous Employee)																	
<b>6 INITIATOR INFORMATION</b>																							
Initiator			E-mail:			Box #:			Phone:														
Department/College:				Department Box #:				Department Phone#:															
<b>7 College AUTHORIZED SIGNATURES</b>																							
Supervisor / SAP Director				Box #				Date:															
Dean/Director				Box #				Date:															
Provost/V.P				Box #				Date:															
Human Resources				Box #				Date:															
Budget				Box #				Date:															
<b>***DO NOT WRITE BELOW THIS LINE***</b>																							
<b>8 FOR HUMAN RESOURCES/PAYROLL DEPARTMENT ONLY</b>																							
Vacancy #			Pay Grade:			Leave Payment Hours			Sick:			Vacation:											
<b>9 FOR BUDGET AND HR USE ONLY</b>																							
Pos. No						Pos. No.																	
FTE						FTE																	
\$						\$																	
Dept No.						Dept No.																	
Job Code						Job Code																	

<sup>1</sup> Effective 2/1/06, candidates hired/transferred into positions identified as Safety/Security Sensitive are required to complete a fingerprint and background check if not previously completed. Refer to Policy 1.085 for information about the SSS Identification for positions.

The **Original Final Form** will be kept on file in the Payroll Office. The **Original Final Form** will be the official University record of personnel action.