

Employee Name Last _____ First _____ Middle Initial _____

Personnel # _____

Organizational Unit Name _____

Org. Unit Phone _____

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):

Appointment Effective Date FROM _____ TO _____

Start/Stop Pay Date FROM _____ TO _____

DESCRIPTION OF ACTION (enter X in a box)

- | | | |
|--|--|---|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Rehire | <input type="checkbox"/> Separation * |
| <input type="checkbox"/> Student Hire CrHrs _____ | <input type="checkbox"/> Rehire as Volunteer | <input type="checkbox"/> Employment Pause |
| <input type="checkbox"/> Ancillary Hire | <input type="checkbox"/> Rehire as Ancillary | <input type="checkbox"/> Campus Transfer Out* |
| <input type="checkbox"/> Volunteer Hire | <input type="checkbox"/> Funding Change | <input type="checkbox"/> LOA without Pay* |
| <input type="checkbox"/> NonResAlien Hiring Addendum | <input type="checkbox"/> Employment % - FTE Change * | <input type="checkbox"/> LOA with Pay* |
| <input type="checkbox"/> Campus Transfer In | <input type="checkbox"/> Salary/Rate Change * | <input type="checkbox"/> Return from LOA |
| | <input type="checkbox"/> Organizational Change* | * Requires a Reason Code |

ACTION (IT0000)

Reason Code _____ Position # _____ Position Title _____

PERSONAL DATA (IT0002) refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001)

Benefits % (Contribution percentage toward benefits for contractual period):

_____ for 12 month _____ for 9/10 month _____ Ret/Ancil _____ Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

	Position Number	Position Title	Staffing Percent
This Position			
2			
3			
4			
5			
		TOTAL	=100%

ADDRESSES (IT0006) refer to Personal Data Form

PLANNED WORKING TIME (IT0007)

Work schedule rule:

<input type="checkbox"/> Salary	<input type="checkbox"/> Positive Time Reporting	
	M-F @ 8 hours/day _____	Number of hours scheduled per week _____
	Shift _____	(Include total time worked at the University in all positions)
	Other hours per day _____	
	Shift _____	

Contract Length Code: _____

Leave Plan Code: _____

Employment % (FTE): _____

BASIC PAY (IT0008)

Wage Type _____ Amt \$ _____ <input type="checkbox"/> hr <input type="checkbox"/> mo	Wage Type _____ Amt \$ _____ <input type="checkbox"/> hr <input type="checkbox"/> mo
Wage Type _____ Amt \$ _____ <input type="checkbox"/> hr <input type="checkbox"/> mo	Wage Type _____ Amt \$ _____ <input type="checkbox"/> hr <input type="checkbox"/> mo

COST DISTRIBUTION (IT9027)

Cost Center / WBS Element	Position Number	Wage Type	Hourly or Monthly Rate	% of Cost Distribution
Note: Percentage must equal 100% for any given point in time			TOTAL	= 100 %

PAID APPOINTMENTS (IT9001)

Start Date	End Date	Position #	Title Modifier	Employee Subgroup	Budgeted Annual Salary	OR ⇄	Amount To Be Paid	FTE % relative to full

UNPAID APPOINTMENTS (IT9001)

Start Date	End Date	Title	Title Modifier	Organizational Unit Number

BANK DETAILS (IT0009) / TAX AREA (IT0207): NE / TAX WITHHOLDING W4/W5 (IT0210)
ADDITIONAL PERSONAL DATA refer to Personal Data Form

DATE SPECIFICATIONS (IT0019 or IT0041)

When entering in date use month/day/year

I-9 Date required

First Working Date required

Last Working Date required

(To be completed by Human Resources)

University Service Date

Leave Accrual Date

Probation End Date

Next Review Date

EDUCATION & QUALIFICATIONS (IT0009) refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS:

APPROVAL SIGNATURES:

Signature (Employee Completing Form) _____ Printed Name _____ Date _____

Signature _____ Printed Name _____ Date _____

Signature _____ Printed Name _____ Date _____

Signature _____ Printed Name _____ Date _____

ATTACHMENTS

- Personal Data Form (PDF)
- Form W-4 (required for all new/returning employees) / Form W-5 (optional)
- Bank Deposit form
- Confidentiality Agreements & Policy Acknowledgement Form
- Background Check completed

(To be completed by Academic Affairs)

Bargaining Unit In/Out

Faculty Rank Date

Graduate Faculty Date

Tenure Notification Date

Tenure Date