



# PERSONNEL ACTION FORM

\* Required Fields

Preparing people to lead extraordinary lives

\* Employee Name \_\_\_\_\_ Employee # \_\_\_\_\_

## MANAGER SECTION

\* Effective Date \_\_\_\_\_ \* Action Code \_\_\_\_\_ Manager Name \_\_\_\_\_

New Hire/Change Action Reason \_\_\_\_\_ Termination Action Reason \_\_\_\_\_ Eligible for rehire? \_\_\_\_\_

New/Current Information			Proposed Changes																													
Position Title _____			Position Title _____																													
Department _____			Department _____																													
Campus _____		Weekly Hours _____	Campus _____		Weekly Hours _____																											
Pay Rate _____		Stipend Rate _____	Pay Rate _____		Stipend Rate _____																											
Stipend _____		Stipend _____	Stipend _____		Stipend _____																											
Effective Date _____		End Date _____	Effective Date _____		End Date _____																											
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Accounting Unit</th> <th style="width: 33%;">Account</th> <th style="width: 33%;">Percent</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2"><b>Total (must equal 100%)</b></td> <td> </td> </tr> </tbody> </table>	Accounting Unit	Account	Percent										<b>Total (must equal 100%)</b>			<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;">           Please note: All grant funded positions require SPA approval.         </div>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Accounting Unit</th> <th style="width: 33%;">Account</th> <th style="width: 33%;">Percent</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2"><b>Total (must equal 100%)</b></td> <td> </td> </tr> </tbody> </table>	Accounting Unit	Account	Percent										<b>Total (must equal 100%)</b>		
Accounting Unit	Account	Percent																														
<b>Total (must equal 100%)</b>																																
Accounting Unit	Account	Percent																														
<b>Total (must equal 100%)</b>																																

## HUMAN RESOURCE SECTION

Status \_\_\_\_\_ Work Location \_\_\_\_\_

Position \_\_\_\_\_ Job Code \_\_\_\_\_ Pay Plan \_\_\_\_\_

Process Level \_\_\_\_\_ Schedule, Grade \_\_\_\_\_ Exempt \_\_\_\_\_

Salary Class \_\_\_\_\_ Pay Frequency \_\_\_\_\_ Annual Hours \_\_\_\_\_ FTE \_\_\_\_\_

## COMMENTS

## APPROVALS

\* Department Signature

SPA \* For Grant Funded Positions

Involuntary Term Approval

Human Resources