



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 _____

Accounting Unit	Account	Percent
Total (must equal 100%)		

Please note: All grant funded positions require SPA approval.

Accounting Unit	Account	Percent
Total (must equal 100%)		

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