



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">Total (must equal 100%)</td> <td> </td> </tr> </tbody> </table>	Accounting Unit	Account	Percent										Total (must equal 100%)			<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">Total (must equal 100%)</td> <td> </td> </tr> </tbody> </table>	Accounting Unit	Account	Percent										Total (must equal 100%)		
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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