|  |  |  |  |
| --- | --- | --- | --- |
|  | **HUMAN RESOURCES**Personnel Action Form**Hire/Rehire** | **Empl ID or****SS# if New Hire:** |       |
| **Date Prepared:** |       |
| **Preparer’s Name:** |       |
|  |

**PERSONAL DATA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Prefix**      | **First Name**      | **M.I.**    | **Last Name**      | **Suffix**      |
| **Street Address**      | **City**      | **State**   | **Postal Code**      |
|  |  |  |  |

**JOB DATA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date**      | **End Date (if temp)**      | **Action** | **Reason** | **Fac Tenure Elig Date**      |
| **Job Req #**      | **Position # (reg)**      | **New or Indicate Previous Incumbent**      | **Job Function** | **Job Family** |
| **Campus and Department**       | **Temp/Reg** | **Full Time/ Part Time** | **Standard Hours**   |
| **Primary Title**      |
| **Secondary Title(s)**            |

**COMPENSATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Current information** |  | **Current information** | **Resource Analysis & Budgeting :** |
| **Base Contract Rate** |       | **Account - %** |                                | **If applicable, please indicate the additional funding source(s) other than or in addition to originally approved budget:** |
| **Contract Basis** |  |  |  |  |
| **Grade** |       |  |  |  |
| **Bargaining Unit** |  |  |  | **Account/Position Number** | **Amount** |
| **Admin stipends: Amount:** |       | **Stipend****Account - %:**  |            |       |       |
|  |  |  |  |       |       |
| **Stipend Basis:** |  |  |  |       |       |

**EMPLOYMENT DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Building/Room**      | **Campus Phone**      | **Campus Zip+4**      | **First Level Supervisor**      |

**COMMENTS OR CONTINGENCIES**

|  |
| --- |
|                          **Note: Faculty hires please attach a copy of the JRF/SPRC Rationale, Candidate Interview Summary, signed letter of offer, resume, original transcripts, and (if applicable) Search Waiver.**  |

**SIGNATURE APPROVALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department Chair/Director** | **Date** | **Dean** | **Date** |
| **Vice President/Provost/President (If Applicable)** | **Date** | **Appointing Authority (If Applicable)** | **Date** |

**HUMAN RESOURCES USE ONLY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| In HR | BOT Date | Proc. By | Prob End | Fair Sh. | To RPBB | Ret Sys | Job Code |  SPRC Approval |
|  |  |  |  |  |  |  |  |  |
| **Budget Funds Available****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Controller Funds Available****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

HRF001 Revised 11/23/2022