|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **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