|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **HUMAN RESOURCES**  Personnel Action Form  **Change/Leave/Reappointment** | **Empl ID:** |  |
|  | |  | **Date Prepared:** |  |
|  | |  | **Preparer’s Name:** |  |
|  | | | |

**PERSONAL DATA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prefix** | **First Name** | **MI** | **Last Name** | **Suffix** |

**JOB DATA**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous Incumbent** | **Action 1** | **Reason 1** | | **Action 2 (if applicable)** | | | **Reason 2 (if applicable)** | |
|  | **Current** | **New** |  | | | **Current** | | **New** |
| **Effective Date** |  |  | **Job Function** | | |  | |  |
| **End Date** |  |  | **Job Family** | | |  | |  |
| **Fac Ten Elig Dt** |  |  | **Temp or Reg** | | |  | |  |
| **Job Req #** |  |  | **FT or PT** | | |  | |  |
| **Position # (reg)** |  |  | **Standard Hrs** | | |  | |  |
|  | **Current** | | | | **New** | | | |
| **Campus/Dept** |  | | | |  | | | |
| **Primary Title** |  | | | |  | | | |
| **Secondary Title(s)** |  | | | |  | | | |

**COMPENSATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Current** | **New** |  | **Current** | **New** |
| **Base Contract Rate** |  |  | **Account - %** |  |  |
| **Contract Basis** |  |  |  |  |  |
| **Grade** |  |  |  |  |  |
| **Bargaining Unit** |  |  |  |  |  |
| **Admin stipends Amount:** |  |  | **Stipend**  **Account - %:** |  |  |
| **Stipend Basis:** |  |  |  |  |  |
| **EMPLOYMENT DATA** | | | | | |
|  | **Current** | **New** |  | **Current** | **New** |
| **Building/Room** |  |  | **Campus Phone** |  |  |
| **Campus Zip +4** |  |  | **First Level Supervisor** |  |  |

**COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE**

|  |
| --- |
|  |

**ADDITIONAL FUNDING SOURCE(S) – other than or in addition to the originally approved budget**

|  |  |  |
| --- | --- | --- |
| **If applicable, please indicate the additional funding source(s) other than or in addition to originally approved budget:** | **Account/Position #** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |

**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/Out HR | BOT Date | Proc. By | New Job Req | Job Code | To RPBB | Ret Sys | Fair Share | Prob End | SPRC Approval |
|  |  |  |  |  |  |  |  |  |  |
| **Budget Funds Available**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **Controller Funds Available**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |