|  |  |  |  |
| --- | --- | --- | --- |
|  | **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |