



PERSONNEL ACTION FORM

ADMINISTRATIVE/NON-INSTRUCTIONAL ACADEMIC STAFF HIRING/APPOINTMENT INFORMATION

Directions: DEPARTMENT COMPLETES IN CONSULTATION WITH THE APPROPRIATE PERSONNEL. DEAN/DIRECTOR SIGNS AND ROUTES.

Successor Post Retirement Direct Appointment (attach approval) Other: _____

Department/Unit: _____ College/Operational Area: _____

Employee Name: _____ Person ID #: _____ (if available)
Last, First MI

Gender: Male Female U.S. Citizen: Yes No Unknown E-mail address: _____

Phone: _____ Mailing Address: _____

Campus Address: _____
(Room Number) (Building Name) (Phone Extension)

Education: Doctorate Masters Bachelors Other: _____

Title: _____ Title Code: _____

Limited Appointment: (Rarely used, contact HR)

Credited Years of Experience: (for career progression) _____

Actual Employment Dates (Please use either the standard contract dates or input other dates below.)

Standard Contract Dates:

- | | | | |
|--|---------------------|--|---------------------|
| <input type="checkbox"/> Fall Semester 2010 | 08/30/10 - 12/30/10 | <input type="checkbox"/> Fall Semester 2011 | 08/29/11 - 12/29/11 |
| <input type="checkbox"/> 2010-11 Academic Year | 08/30/10 - 05/29/11 | <input type="checkbox"/> 2011-12 Academic Year | 08/29/11 - 05/27/12 |
| <input type="checkbox"/> Spring Semester 2011 | 01/18/11 - 05/29/11 | <input type="checkbox"/> Spring Semester 2012 | 01/17/12 - 05/27/12 |
| <input type="checkbox"/> Annual 12 Month Appt | 07/01/10 - 06/30/11 | <input type="checkbox"/> Annual 12 Month Appt | 07/01/11 - 06/30/12 |
| <input type="checkbox"/> Federal Annual Year | 10/01/10 - 09/30/11 | <input type="checkbox"/> Federal Annual Year | 10/01/11 - 09/30/12 |

or Other Dates: Month Date Year Month Date Year

Start Date: _____ End Date: _____

FTE: _____ % Actual Salary: \$ _____ Salary Basis: Academic Year Annual Year

Fund _____ IBAC _____ 1st DDU _____ %

(Total salary distribution must equal 100%)

Fund _____ IBAC _____ 2nd DDU _____ %

Relocation \$ _____

Comments: _____

APPROVAL/REVIEW

Signature of the Dean/Director or Designee indicates offer of employment has been approved, extended and verbally accepted.

Dean/Director or Designee _____ Date _____

Budget & Finance _____ Date _____

Provost/Vice Chancellor/Assistant Chancellor or Chancellor _____ Date _____

HUMAN RESOURCES USE ONLY

Date Received: _____ HR Initials: _____

FTB \$ _____ Actual Salary \$ _____ Monthly Salary \$ _____

Min/Max
Rev. 11/10

HR Database

Scanned

Payroll

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