EMPLOYEE ACTION FORM INSTRUCTIONS

Complete ‘Employee Information’ Steps 1 – 7

<table>
<thead>
<tr>
<th>Employee Information</th>
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<tbody>
<tr>
<td>Employee name: a</td>
</tr>
<tr>
<td>Email address: c</td>
</tr>
<tr>
<td>Graduate Program: e</td>
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</tbody>
</table>

**Step 1:** Type in employee’s legal name. Use title case.  
**Step 2:** Type in HRS Employee ID if current employee at UW-La Crosse or other UW campus (if known).  
**Step 3:** Type in employee’s personal email address, unless employee is a current UW-La Crosse student or employee. This email should be one the employee checks regularly, as it will be used right away for the Criminal Background Check (CBC) and the appointment document.  
**Step 4:** Type in the employee’s phone number. The phone number should be for a cellphone or other phone that is regularly checked.  
**Step 5:** Type in the Graduate Program in which employee is enrolled (may be different from hiring department).  
**Step 6:** Type in the employee’s student ID number

Complete ‘Action Information’ Steps 7 - 10

**Step 7:** Click ‘Select an action’ and choose the type of action from the drop down menu.  
**Step 8:** Type in HRS position number, if known. Leave blank, if HRS position number is not known.  
**Step 9:** Click ‘Select title’ and choose the appropriate title from the drop down menu.  
**Step 10:** Type in name of employing department or unit

<table>
<thead>
<tr>
<th>Action Information</th>
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<tbody>
<tr>
<td>Type of action: g</td>
</tr>
<tr>
<td>Title: i</td>
</tr>
<tr>
<td>Department: j</td>
</tr>
<tr>
<td>Pay Basis: l</td>
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**HIRE or REHIRE action, complete Steps 7 – 13 (after completing Steps 1-10)**

**If CHANGE action, SKIP to Step 14**

Employee Action Form, rev. 3/26/15

HR/Employment Team/Templates/Action Forms/EAF-GA Instructions.docx
Step 11: Type in full name of supervisor k
Step 12: Click ‘Select pay basis’ and choose the appropriate pay basis from the drop down menu. l

Step 13:
- If Semester appointment: m
  - Check box
  - Click ‘Select semester’ and choose the appropriate semester from the drop down menu;
  - Click on ‘Select FTE & Salary’ and choose the appropriate FTE & Salary combination from the drop down menu.
- If Academic year appointment n
  - Check box
  - Click ‘Select academic year’ and choose the appropriate academic year from the drop down menu
  - Click on ‘Select FTE & Salary’ and choose the appropriate FTE & Salary combination from the drop down menu
- If Academic year Other appointment (dates that do not match the official start and/or end dates of the academic year or FTB/FTE outside of standard options in drop down menu) o
  - Check box
  - Click ‘Choose start date” and calendar will appear to select appointment start date
  - Click ‘Choose end date” and calendar will appear to select appointment end date
  - Type in FTE p
  - Type in Actual Salary q
  - Type in Full-Time Base (FTB) r

- If Annual year appointment s
  - Check box
  - Click ‘Choose start date” and calendar will appear to select appointment start date
  - Click ‘Choose end date” and calendar will appear to select appointment end date.
  - Type in FTE t
  - Type in Actual Salary u
  - Type in Full-Time Base (FTB) v

**SKIP TO “Comments” field, Step 19**

**CHANGE action, complete Steps 14 – 18 (after completing Steps 1-10)**

Step 14: Click ‘Select FTE action’ and choose the type of action from the drop down menu w
Step 15: Type in % change x
Step 16: Type in new FTE y
Step 17: For ‘FTB Change’, type in Full-Time Base (FTB) z
Step 18: Type in Actual Salary aa

**COMMENTS-FUNDING-APPROVAL-ROUTING**

Step 19: Click “Comments”; Type in additional information about the appointment or change that you would like to communicate. Leave blank if no additional commentary is needed. bb
Step 20: Complete Funding if HIRE, REHIRE or funding CHANGE (leave blank if funding is not changing).
Step 21: Obtain Approval/Review signatures (print name, sign and date).
Step 22: After Dean/Director signature is obtained, forward to Business Services Office. Business Services will route form to Budget Office and then to the Office of Human Resources.