



Personnel Action Record For Full-Time Employment

New Revision

Name: _____

ID Number: _____

1. Type of action:

- Appointment
- Promotion
- Transfer
- Extension

- Account Number Change
- Leave of Absence Without Pay

Type: _____

Exit Pay Status: Date _____

Return to Pay Status: Date _____

Recruitment Type:

- Competitive
- Noncompetitive

- Profession Development Leave

Type: _____

Other (Specify): _____

2. Employee Category

- Support
- Managerial & Technical
- Administrator

- Faculty
- 9 Month
- 10 Month

Contract/Skill/Special Program

4. Recommended Effective Date:

Ending Date: (ending date prior to June 30): _____

5. Detail of Action:

From:

To:

Position Title: _____

Position Title: _____

Department Name: _____

Department Name: _____

Work Site: _____

Work Site: _____

Salary Budget # _____

Salary Budget # _____

Position Number _____

Position Number: _____

6. Funding:

- Personnel Requisition Submitted
- Externally Funded; Duration: from _____ To _____

Title of Grant/Contract: _____

7. Remarks:

8. Approvals:

Supervisor _____ Date _____

2nd Line Supervisor _____ Date _____

Cabinet Officer : _____ Date _____

Human Resources: _____ Date _____

| Human Resources | Budget | Benefits | VP Finance |
|-----------------|--------|----------|------------|
| | | | |

9. HUMAN RESOURCES DEPARTMENT USE ONLY:

(A) Current Employment Status

Employee Type/Status: _____ Dates: _____ Salary: _____ Placement: _____

Grant/Contact Title: _____

(B) Coordinated w/Supervisor: _____ Candidate Accepted: _____ Confirmed w/ Supervisor: _____

(C) Action Effective Date: _____ Ending Date: _____ Benefits Eligibility: _____

Base Salary: \$ _____ Schedule/Grade/Step: _____ Supplemental Pay: _____