

# CHANGE Personnel Action Form

Prepared by:			
Date:		Ext:	

Effective Date:	
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Employee ID#:	
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Name: (Last, First, MI)	
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JOB INFORMATION:		Position Number:	Job Code:
Check off the appropriate box(es) to indicate changed/new information only			
Position Change:	<input type="checkbox"/> Additional Job <input type="checkbox"/> Transfer <input type="checkbox"/> New Position <input type="checkbox"/> Existing Position  Enter Previous Incumbent:	Pay Change:	<input type="checkbox"/> Tenure & Promotion (faculty only) <input type="checkbox"/> Market/Equity Adjustment <input type="checkbox"/> Annual/Merit Inc <input type="checkbox"/> Temporary Increase  <input type="checkbox"/> Progression Pay <input type="checkbox"/> Title Change <input type="checkbox"/> Promotion  <i>Enter End Date of Temporary Increase:</i> (Please note: a new PAF will be required.)
Other Changes:	<input type="checkbox"/> Change in Hours/FTE (indicate pay rate below) <input type="checkbox"/> Labor Distribution	Leave of Absence:	<input type="checkbox"/> Paid Leave * <input type="checkbox"/> Unpaid Leave * <small>*Type of Leave:</small>  <input type="checkbox"/> Return from Paid Leave <input type="checkbox"/> Return from Unpaid Leave
<b>New</b> Div/School:	<input type="checkbox"/>	<b>New</b> Supervisor's Name:	<input type="checkbox"/>
<b>New</b> Department:	<input type="checkbox"/>	<b>New</b> Department #:	<input type="checkbox"/>
<b>New</b> Job Title:	<input type="checkbox"/>	<b>New</b> Timekeep #:	<input type="checkbox"/>
<b>New</b> Work Location:	Building Name: <input type="checkbox"/>	Foreign Country (if applicable):	
<b>FACULTY Only:</b>			
Tenure Track: <i>Check only one</i> <input type="checkbox"/> Tenured <input type="checkbox"/> On-Track <input type="checkbox"/> Non-Track			

Faculty & Exempt Staff: Paid Semi-Monthly	
<b>New</b> FTE: <i>eg. 1.0 = full-time</i>	
<b>New</b> Semi-Monthly Rate:	
<b>New</b> Semi-monthly pay periods per year: <i>eg. 12 months = 24 pay periods</i>	

Non-Exempt Staff: Paid Weekly	
<b>New</b> Hours per Week:	
<b>New</b> Hourly Rate:	
<b>New</b> Weeks per Year:	

New ACCOUNT INFORMATION:		
<b>New</b> DeptID	<b>New</b> Proj/Grant	<b>New</b> Percent
		%
		%
		%
Total:		100%

REMARKS:

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Department Head/Supervisor                                  Date

\_\_\_\_\_  
Faculty Affairs Officer (For Faculty Only)                  Date

\_\_\_\_\_  
Budget Center Director    Date

\_\_\_\_\_  
Human Resources    Date