

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:
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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.)
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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
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New Div/School: <input type="checkbox"/>	New Supervisor's Name: <input type="checkbox"/>
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New Department: <input type="checkbox"/>	New Department #: <input type="checkbox"/>
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New Job Title: <input type="checkbox"/>	New Timekeep #: <input type="checkbox"/>
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New Work Location:	Building Name: <input type="checkbox"/>	Foreign Country (if applicable):
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FACULTY Only:		
Tenure Track: <i>Check only one</i>	<input type="checkbox"/> Tenured <input type="checkbox"/> On-Track <input type="checkbox"/> Non-Track	

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

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

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

REMARKS:

Department Head/Supervisor Date

Faculty Affairs Officer (For Faculty Only) Date

Budget Center Director Date

Human Resources Date