FACULTY & STAFF
NEW HIRE
Personnel Action Form
for Online Process

Prepared by:	
Date:	Ext:

Effective Date:		Employee ID#:	

Name: (Last, First, MI)		Personal Email **REQUIRED**	
Permanent Address: (NRA-Foreign Address)		Country:	
Local Address:			
City, State & Zip:		Work Phone:	
Background Check Completed:	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 Date Completed:		

JOB INFORMATION	Position Number:		Job Code:		Band/Zone:	
HIRE Action/Reason:	☐ Hire ☐ Hire – Limited Term Appointment ☐ Hire – Grant Funded Limited Term Appointment Limited Term Anticipated End Date:		☐ Rehire	Location:	☐ Boston ☐ Grafton ☐ Medford ☐ Out of State Indicate State:	
Div/School:			Supervisor:			
Department:			Department #:			
Job Title:			TimeKeep #:			
Tufts Building:			Foreign Country (if applicable):			

*FACULTY ONLY:						
Tenure Track: *Check only one*	☐ Tenured ☐ On-Track ☐ Non-Track					
Tenure Credit:	years	Continuous Term:	years	Fixed Term:	years	

Faculty & Exempt Staff: *Paid Semi-Monthly*	
FTE: *eg. 1.0 = full-time*	
Semi-Monthly Rate:	
Semi-Monthly pay periods: *eg. 12 Months = 24 pay periods*	

Non-Exempt Staff: *Paid Weekly*	
Hours per Week:	
Hourly Rate:	
Weeks per Year:	

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

REMARKS:

Department Head/Supervisor Date

Faculty Affairs Officer (For Faculty Only) Date

Budget Center Director Date

Human Resources (Staff Hires Only) Date

Revised: 4/7/2016