



# Request for Personnel Action

<input type="checkbox"/> Faculty <input type="checkbox"/> Administrative Employee <input type="checkbox"/> Temporary Employee (select type below) ___ Temporary ___ Grad Intern ___ On-Call ___ OPT ___ J2	<input type="checkbox"/> Staff Employee <input type="checkbox"/> Part-time Staff
_____	_____
HR Approval	Date

<b>Employee</b>	Name	I.D.#	
	Department	Effective Date of This Action	
<input type="checkbox"/> <b>New Hire</b>	Recommended Title	Authorized Hours/Week	
	Account Code	Recommended Salary	
	Position #:	Person Replacing:	
	Reports To:	Job Grade:	
	Requested Dates of Employment ( <b>TEMPORARY EMPLOYEES ONLY</b> )		
	From:	To:	
<input type="checkbox"/> <b>Change</b>		From	To
	Job Title		
	Department		
	Employee Class		
	Funding Source		
	Authorized Hours		
	Salary		
	Position #		
	Reports To		
	Contract renewal dates		
<input type="checkbox"/> <b>Termination</b>	Last Day of Work (Date)	Last Day of Separation	
	Number of Unused Vacation Days/Hours	Reason of Termination	
	Termination is	<input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	
Comments:			
_____			
_____			
_____			

**Initiating Department:**

**Affected Department:**

**President's Council:**

Dept. Manager

Date

Dept. Manager

Date

President's Council

Date

**Budget Department:**

Date Approved by President's Council

Budget Director

Date

<b>HR USE ONLY</b>
Employee's actual start date:
<b>ENTERED BY &amp; DATE</b>
<b>SERVICES ENDED</b>