

PERSONNEL ACTION FORM

(INITIAL APPOINTMENT, ASSIGNMENT CHANGES, FUNDING CHANGES)



A. EMPLOYEE INFORMATION

| | | | | | | | | |
|-----------------------------|--------------------|--------------------------|--|---|------------------------------|-----------------|--------------------------------------|--|
| UTD-ID: | | SSN: 111-11-1111 | | Employee Name: A&P NEW HIRE BENEFIT ELIGIBLE | | | Hire/Service Date: 09-01-2007 | |
| Div: 045 | Dept: 60045 | Admin Unit: A0045 | Dept Phone: 972-883-4700 | Ext: 4700 | Bldg/Room No: MC1.400 | MS: MC11 | | |
| Transferring Agency: | | Check Code: 045 | EEO Code: H10 | Contract Class: 12 | Timesheet Loc: 045 | Tenure Status: | | |
| HR USE - Employment Status: | | | POLICE USE: Public Safety Employee? <input type="checkbox"/> Yes Hazardous Duty Date: | | | | | |

B. EVENT(S) Explain proposed action: HIRE ASSOC DIRECTOR OF STUDENT RECORDS

- | | |
|--|---|
| <p>1. Routing: Acct Manager, Dean, VPRGE (if app.), Budget Event: <input type="checkbox"/> Position Funding Change -- BAF # _____</p> <p>2. Routing: Human Resources Event: <input type="checkbox"/> Directory Update</p> <p>3. Routing: Acct Manager, Dean, Assoc VP/Exec Dir (if app.), VPRGE (if app.), Grad Dean (if app.), VP/Provost/President, HR, Budget Event: <input type="checkbox"/> FTE Increase <input type="checkbox"/> Rate of Pay Change Class: <input type="checkbox"/> Faculty <input type="checkbox"/> A&P <input type="checkbox"/> Classified <input type="checkbox"/> Regular Wages</p> | <p>4. Routing: Acct Manager, Dept Head, Acad. Dean, Career Center, HR, Budget Event: <input type="checkbox"/> New Hire Class: <input type="checkbox"/> 9996 Student Work Study / EASE <input type="checkbox"/> Appt Chg/Rate Change</p> <p>5. Routing: Acct Manager, Dept Head, Dean, VPRGE (if app.), Grad Dean (if app.), HR, Budget Event: <input checked="" type="checkbox"/> Appointment/Reappointment - Class: <input type="checkbox"/> Faculty <input type="checkbox"/> End Assignment <input checked="" type="checkbox"/> A&P <input type="checkbox"/> Department Transfer <input type="checkbox"/> Classified <input type="checkbox"/> FTE Reduction <input type="checkbox"/> Reg. Wages <input type="checkbox"/> LOA - Begins on: _____ <input type="checkbox"/> Temp Wages <input type="checkbox"/> Return LOA <input type="checkbox"/> Grad Student <input type="checkbox"/> Other Changes <input type="checkbox"/> Student, Other <input type="checkbox"/> Rate of Pay Change for Casual Labor, Student, or Temporary Wages only</p> |
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C. ASSIGNMENT END (If Applicable)

| 1 | Job Group | Assign # | End Date | Stop Event Code |
|---|-----------|----------|----------|-----------------|
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| 2 | Job Group | Assign # | End Date | Stop Event Code |
|---|-----------|----------|----------|-----------------|
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D. ASSIGNMENT & FUNDING

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|---|----------------------------|-------------------------------|---|----------------------------|---------------------------------------|-------------------------|------------------|
| 1 | Job Group: A | Assign #: | Job Begin 09-01-2007 | Job End 08-31-2008 | Start Event: A = Appt/Ext Appt | HRS Pos #: 11203 | FTE: 1.00 |
| | Job Class: 0254 | Schedule: A010A | Hrly or Monthly Rate at 100%: \$4,000.00 | | Annual / Acad Rate: \$48,000 | BUDGET USE - Occ: | |
| | Acct #: 000000-0000 | Revised Fund: \$48,000 | Fund Begin 09-01-2007 | Fund End 08-31-2008 | % Charged to Acct: 100 | Distrib: 1.0 | |

| | | | | | | | |
|---|------------|---------------|-------------------------------|----------|---------------------|-------------------|------|
| 2 | Job Group: | Assign #: | Job Begin | Job End | Start Event: | HRS Pos #: | FTE: |
| | Job Class: | Schedule: | Hrly or Monthly Rate at 100%: | | Annual / Acad Rate: | BUDGET USE - Occ: | |
| | Acct #: | Revised Fund: | Fund Begin | Fund End | % Charged to Acct: | Distrib: | |

| | | | | | | | |
|---|------------|---------------|-------------------------------|----------|---------------------|-------------------|------|
| 3 | Job Group: | Assign #: | Job Begin | Job End | Start Event: | HRS Pos #: | FTE: |
| | Job Class: | Schedule: | Hrly or Monthly Rate at 100%: | | Annual / Acad Rate: | BUDGET USE - Occ: | |
| | Acct #: | Revised Fund: | Fund Begin | Fund End | % Charged to Acct: | Distrib: | |

E. CONTACT INFORMATION:

list your name here & other contact info

| | | | | | |
|-------------|-----|------|--------------|------------|-------------|
| PREPARED BY | EXT | DATE | MAIL STATION | ADMIN UNIT | FISCAL YEAR |
|-------------|-----|------|--------------|------------|-------------|

F. APPROVALS/CONCURRENCES:

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|---|------|--|------|--------|------|
| ACCOUNT MANAGER | DATE | VPRGE | DATE | C&G | DATE |
| DEPARTMENT HEAD (IF APPLICABLE) | DATE | VICE PRESIDENT / PROVOST (IF APPLICABLE) | | | DATE |
| ASSOCIATE VP / EXECUTIVE DIRECTOR (IF APPLICABLE) | DATE | PRESIDENT (IF APPLICABLE) | | | DATE |
| DEAN (IF APPLICABLE) | DATE | CAREER CENTER (WORK STUDY / EASE) | | | DATE |
| GRADUATE DEAN (FOR TAs & RAs) | DATE | HR | DATE | BUDGET | DATE |