

PERSONNEL ACTION FORM

(INITIAL APPOINTMENT, ASSIGNMENT CHANGES, FUNDING CHANGES)



A. EMPLOYEE INFORMATION

UTD-ID:		SSN: 111-11-1111		Employee Name: CLASSIFIED NEW HIRE BENEFITS ELIGIBLE			Hire/Service Date: 04-01-2007	
Div: 019	Dept: 40019	Admin Unit: A019	Dept Phone: 972-883-2221	Ext: 1111	Bldg/Room No: MP2.208	MS: AD10		
Transferring Agency:		Check Code: 019	EEO Code: H40	Contract Class: 12	Timesheet Loc: 019	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 ADMIN ASST II

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| <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 type="checkbox"/> A&P
 <input type="checkbox"/> Department Transfer <input checked="" 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

2	Job Group	Assign #	End Date	Stop Event Code

D. ASSIGNMENT & FUNDING

1	Job Group: C	Assign #:	Job Begin 04-01-2007	Job End 08-31-2008	Start Event: A = Appt/Ext Appt	HRS Pos #: 009232	FTE: 1.00
	Job Class: 9019	Schedule: C009A	Hrly or Monthly Rate at 100%: \$2,800.00		Annual / Acad Rate: \$33,600	BUDGET USE – Occ:	
	Acct #: 000000-0000	Revised Fund: \$14,000	Fund Begin 04-01-2007	Fund End 08-31-2007	% Charged to Acct: 100	Distrib: 100	

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:

your name here & other contact info

PREPARED BY	EXT	DATE	MAIL STATION	ADMIN UNIT	FISCAL YEAR
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F. APPROVALS/CONCURRENCES:

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