PERSONNEL ACTION FORM

(INITIAL APPOINTMENT, ASSIGNMENT CHANGES, FUNDING CHANGES)

UTD

A. EMPLOYEE INFORMATION

UTD-ID:	SSN: **111-11-1111**	Employee Name: **Classified New Hire Non-Benefit Eligible**				Hire/Service Date: **02-15-2007**
Div: **901**	Dept: **60905**	Admin Unit: **A0905**	Dept Phone: **972-883-0000**	Ext: **1111**	Bldg/Room No: **MC1.204**	MS: **MC14**
Transferring Agency:	Check Code: **905**	EEO Code: **H30**	Contract Class: **12**	Timesheet Loc: **905**	Tenure Status:	
HR USE - Employment Status:	POLICE USE: Public Safety Employee? ☐ Yes Hazardous Duty Date:					

B. EVENT(S) Explain proposed action: HIRE PART TIME COUNSELING SPECIALIST FOR STUDENT SERVICES

1. Routing: Acct Manager, Dean, VPRGE (if app.), Budget

Event: ☐ Position Funding Change -- BAF # _____

2. Routing: Human Resources

Event: ☐ Directory Update

3. Routing: Acct Manager, Dean, Assoc VP/Exec Dir (if app.), VPRGE (if app.), Grad Dean (if app.), VP/Provost/President, HR, Budget

Event: ☐ FTE Increase ☐ Rate of Pay Change

Class: ☐ Faculty ☐ A&P ☐ Classified ☐ Regular Wages

4. Routing: Acct Manager, Dept Head, Acad. Dean, Career Center, HR, Budget

Event: ☐ New Hire ☐ Appt Chg/Rate Change

Class: ☐ 9996 Student Work Study / EASE

5. Routing: Acct Manager, Dept Head, Dean, VPRGE (if app.), Grad Dean (if app.), HR, Budget

Event: ☒ Appointment/Reappointment – ☐ End Assignment ☐ Department Transfer ☐ FTE Reduction ☐ LOA – Begins on: _____ ☐ Return LOA ☐ Other Changes ☐ Rate of Pay Change for Casual Labor, Student, or Temporary Wages only

Class: ☐ Faculty ☐ A&P ☒ Classified ☐ Reg. Wages ☐ Temp Wages ☐ Grad Student ☐ Student,Other ☐ Casual Labor

C. ASSIGNMENT END (If Applicable)

	Job Group	Assign #	End Date	Stop Event Code
1				

	Job Group	Assign #	End Date	Stop Event Code
2				

D. ASSIGNMENT & FUNDING

1	Job Group: **D**	Assign #:	Job Begin **02-15-2007** Job End **08-31-2007**	Start Event: **A = Appt/Ext Appt**	HRS Pos #: **11376**	FTE: **.25**
	Job Class: **3186**	Schedule: **C010A**	Hrly or Monthly Rate at 100%: **$3,400.00**	Annual / Acad Rate: **$40,800**	BUDGET USE – Occ:	
	Acct #: **000000-0000**	Revised Fund: **$5,525**	Fund Begin **02-15-2007** **Fund** End **08-31-2007**	% Charged to Acct: **.25**	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

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