PERSONNEL ACTION FORM

(INITIAL APPOINTMENT, ASSIGNMENT CHANGES, FUNDING CHANGES)

UTD

A. EMPLOYEE INFORMATION

UTD-ID:	SSN: 111-11-1111	Employee Name: Grad Research Asst New Hire Benefit Elig				Hire/Service Date: 09-01-2007
Div: 700	Dept: 30702	Admin Unit: A0700	Dept Phone: 972-883-4000	Ext: 1111	Bldg/Room No: EN2.716	MS: EC33
Transferring Agency:	Check Code: 702	EEO Code: H30	Contract Class: 12	Timesheet Loc: 702	Tenure Status:	
HR USE - Employment Status:	POLICE USE: Public Safety Employee? ☐ Yes Hazardous Duty Date:					

B. EVENT(S) Explain proposed action: HIRE GRADUATE RESEARCH ASSISTANT

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: S	Assign #:	Job Begin 09-01-2007 Job End 08-31-2008	Start Event: A = Appt/Ext Appt	HRS Pos #: 009330	FTE: 50
	Job Class: 0634	Schedule: S010A	Hrly or Monthly Rate at 100%: $4,000.00	Annual / Acad Rate: $48,000	BUDGET USE – Occ:	
	Acct #: 000000-0000	Revised Fund: $24,000	Fund Begin 09-01-2007 Fund End 08-31-2008	% Charged to Acct: 50	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