

# PERSONNEL ACTION FORM

(INITIAL APPOINTMENT, ASSIGNMENT CHANGES, FUNDING CHANGES)



**A. EMPLOYEE INFORMATION**

UTD-ID:		SSN: <b>111-11-1111</b>		Employee Name: <b>NON-BENEFIT ELIG GRADUATE STUDENT</b>			Hire/Service Date: <b>01-16-2007</b>	
Div:	Dept: <b>30100</b>	Admin Unit: <b>A0100</b>	Dept Phone: <b>972-883-1111</b>	Ext: <b>1111</b>	Bldg/Room No: <b>JO4.120</b>	MS: <b>JO31</b>		
Transferring Agency:		Check Code: <b>100</b>	EEO Code: <b>H30</b>	Contract Class: <b>9</b>	Timesheet Loc: <b>100</b>	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 A TEACHING ASSISTANT**

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| <p><b>1. Routing: Acct Manager, Dean, VPRGE (if app.), Budget</b><br/>Event: <input type="checkbox"/> Position Funding Change -- BAF # _____</p> <p><b>2. Routing: Human Resources</b><br/>Event: <input type="checkbox"/> Directory Update</p> <p><b>3. Routing: Acct Manager, Dean, Assoc VP/Exec Dir (if app.), VPRGE (if app.), Grad Dean (if app.), VP/Provost/President, HR, Budget</b><br/>Event: <input type="checkbox"/> FTE Increase      <input type="checkbox"/> Rate of Pay Change<br/>Class: <input type="checkbox"/> Faculty      <input type="checkbox"/> A&amp;P<br/>          <input type="checkbox"/> Classified      <input type="checkbox"/> Regular Wages</p> | <p><b>4. Routing: Acct Manager, Dept Head, Acad. Dean, Career Center, HR, Budget</b><br/>Event: <input type="checkbox"/> New Hire      Class: <input type="checkbox"/> 9996 Student Work Study / EASE<br/>          <input type="checkbox"/> Appt Chg/Rate Change</p> <p><b>5. Routing: Acct Manager, Dept Head, Dean, VPRGE (if app.), Grad Dean (if app.), HR, Budget</b><br/>Event: <input checked="" type="checkbox"/> Appointment/Reappointment –      Class: <input type="checkbox"/> Faculty<br/>          <input type="checkbox"/> End Assignment      <input type="checkbox"/> A&amp;P<br/>          <input type="checkbox"/> Department Transfer      <input type="checkbox"/> Classified<br/>          <input type="checkbox"/> FTE Reduction      <input type="checkbox"/> Reg. Wages<br/>          <input type="checkbox"/> LOA – Begins on: _____      <input type="checkbox"/> Temp Wages<br/>          <input type="checkbox"/> Return LOA      <input checked="" type="checkbox"/> Grad Student<br/>          <input type="checkbox"/> Other Changes      <input type="checkbox"/> Student, Other<br/>          <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: <b>T</b>	Assign #:	Job Begin <b>01-16-2007</b>	Job End <b>05-31-2007</b>	Start Event: <b>A = Appt/Ext Appt</b>	HRS Pos #: <b>001111</b>	FTE: <b>.25</b>
	Job Class: <b>0061</b>	Schedule: <b>S010A</b>	Hrly or Monthly Rate at 100%: <b>\$2,166.67</b>		Annual / Acad Rate: <b>\$19,500</b>	BUDGET USE – Occ:	
	Acct #: <b>000000-0000</b>	Revised Fund: <b>\$2,437</b>	Fund Begin <b>01-16-2007</b>	Fund End <b>05-31-2007</b>	% Charged to Acct: <b>.25</b>	Distrib: <b>100</b>	

  

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