

PERSONNEL ACTION FORM

(INITIAL APPOINTMENT, ASSIGNMENT CHANGES, FUNDING CHANGES)



A. EMPLOYEE INFORMATION

UTD-ID:		SSN: 111-11-1111		Employee Name: RESEARCH SCI/FACULTY NEW HIRE BENFIT ELI				Hire/Service Date: 09-01-2007	
Div: 200	Dept: 30223	Admin Unit: A0200	Dept Phone: 972-883-2500	Ext: 1111	Bldg/Room No: FN3.110	MS: FO31			
Transferring Agency:		Check Code: 223	EEO Code: H20	Contract Class: 9	Timesheet Loc: 223	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 RESEARCH SCIENTIST/FACULTY

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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 <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 –
 <input type="checkbox"/> End Assignment
 <input type="checkbox"/> Department Transfer
 <input type="checkbox"/> FTE Reduction
 <input type="checkbox"/> LOA – Begins on: _____
 <input type="checkbox"/> Return LOA
 <input type="checkbox"/> Other Changes
 <input type="checkbox"/> Rate of Pay Change for Casual Labor, Student, or Temporary Wages only</p> <p>Class: <input type="checkbox"/> Faculty
 <input checked="" type="checkbox"/> A&P
 <input type="checkbox"/> Classified
 <input type="checkbox"/> Reg. Wages
 <input type="checkbox"/> Temp Wages
 <input type="checkbox"/> Grad Student
 <input type="checkbox"/> Student, Other
 <input type="checkbox"/> Casual Labor</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: H	Assign #:	Job Begin 09-01-2007	Job End 08-31-2008	Start Event: A = Appt/Ext Appt	HRS Pos #: 000205	FTE: 1.0
	Job Class: 0612	Schedule: A010A	Hrly or Monthly Rate at 100%: \$9,000.00		Annual / Acad Rate: \$108,000	BUDGET USE – Occ:	
	Acct #: 000000-0000	Revised Fund: \$108,000	Fund Begin 09-01-2007	Fund End 08-31-2008	% 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