PERSONNEL ACTION FORM

(INITIAL APPOINTMENT, ASSIGNMENT CHANGES, FUNDING CHANGES)

UTD

A. EMPLOYEE INFORMATION

UTD-ID:	SSN: **111-11-1111**	Employee Name: **WAGES NEW HIRE BENEFITS ELIGIBLE**				Hire/Service Date: **05-22-2007**
Div: **029**	Dept: **40029**	Admin Unit: **A029**	Dept Phone: **972-883-2141**	Ext: **1111**	Bldg/Room No: **FM**	MS: **PP11**
Transferring Agency:	Check Code: **029**	EEO Code: **H60**	Contract Class: **12**	Timesheet Loc: **029**	Tenure Status:	
HR USE - Employment Status:	POLICE USE: Public Safety Employee? ☐ Yes Hazardous Duty Date:					

B. EVENT(S) Explain proposed action: HIRE MAINTENANCE WORKER

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: **W**	Assign #:	Job Begin **05-22-2007** Job End **08-31-2007**	Start Event: **A = Appt/Ext Appt**	HRS Pos #: **001884**	FTE: **100**
	Job Class: **5288**	Schedule: **W007A**	Hrly or Monthly Rate at 100%: **$12.50**	Annual / Acad Rate: **$26,001**	BUDGET USE – Occ:	
	Acct #: **000000-0000**	Revised Fund: **$7,253**	Fund Begin **05-22-2007** **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

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