PERSONNEL ACTION FORM

(INITIAL APPOINTMENT, ASSIGNMENT CHANGES, FUNDING CHANGES)

UTD

A. EMPLOYEE INFORMATION

UTD-ID:	SSN: **111-11-1111**	Employee Name: **WAGES NON-BENEFITS ELIGIBLE**				Hire/Service Date: **06-01-2007**
Div: **019**	Dept: **40019**	Admin Unit: **A019**	Dept Phone: **972-883-2221**	Ext: **2221**	Bldg/Room No: **MP2.208**	MS: **AD10**
Transferring Agency:	Check Code: **019**	EEO Code: **H40**	Contract Class:		Timesheet Loc: **019**	Tenure Status:
HR USE - Employment Status:		POLICE USE: Public Safety Employee? ☐ Yes	Hazardous Duty Date:			

B. EVENT(S) Explain proposed action: HIRE HOURLY EMPLOYEE FOR PART TIME SUMMER HELP

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: **X**	Assign #:	Job Begin **06-01-2007** Job End **07-31-2007**	Start Event: **A = Appt/Ext Appt**	HRS Pos #: **011877**	FTE: **.75**
	Job Class: **9999**	Schedule: **W066A**	Hrly or Monthly Rate at 100%: **$12.00**	Annual / Acad Rate: **$24,960**	BUDGET USE – Occ:	
	Acct #: **000000-0000**	Revised Fund: **$4,160**	Fund Begin **06-01-2007** **Fund** End **07-31-2007**	% Charged to Acct: **.75**	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