



HUMAN RESOURCES
Personnel Action Form
Change/Leave/Reappointment
Sample: Transfer Change Part time to Full time

Empl ID: ++++++

Date Prepared: 7/1/2009

Preparer's Initials: TP

PERSONAL DATA

Prefix	First Name	MI	Last Name	Suffix
MS	JANE		SAMPLE	

JOB DATA

Previous Incumbent	Action 1 TRANSFER-Dept Chg	Reason 1 REO Reorganization	Action 2 (if applicable) DTA-Data Chg	Reason 2 (if applicable) PTF PTtoFT
	Current	New	Current	New
Effective Date		6/22/2009	Job Function	STA Staff
End Date	6/21/2009	6/20/2010	Job Family	UNC - Unclassified
Fac Ten Elig Dt			Temp or Reg	TEMPORARY
Job Req #			FT or PT	PT Part Time
Position # (reg)			Standard Hrs	32
	Current	New	Current	New
Campus/Dept	AKRON INSTITUTE OF POLYMER SCI		AKRON POLYMER ENGINEERING	
Primary Title	RESEARCH ASSISTANT		POSTDOCTORAL RESEARCH ASSOCIATE	
Secondary Title(s)				

COMPENSATION

	Current	New		Current	New
Base Contract Rate	\$1,000.00	\$1,500.00	Account - %	6-38814-100%	
Contract Basis	Biweekly	Biweekly			
Grade					
Bargaining Unit					
Admin stipends Amount:			Stipend Account - %:		
Stipend Basis:					

EMPLOYMENT DATA

	Current	New		Current	New
Building/Room	GDYR 334B	PEAC 102	Campus Phone	8594	5281
Campus Zip +4	3909	0301	First Level Supervisor	DR QUIRK	DR JANA

COMMENTS OR CONTINGENCIES

ADDITIONAL FUNDING SOURCE(S) – other than or in addition to the originally approved budget

If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:	Account/Position #	Amount

SIGNATURE APPROVALS

Department Chair/Director	Date	Dean	Date
Vice President/Provost/President	Date	Appointing Authority	Date

HUMAN RESOURCES USE ONLY

In/Out HR	BOT Date	Proc. By	New Job Req	Job Code	To RPBB	Ret Sys	Fair Share	Prob End	SPRC Approval

Budget Funds Available

Controller Funds Available

_____ Date _____

_____ Date _____