

# Personnel Action Form



Office of Human Resources  
& Risk Management

## Hire/Rehire/Promotion/Demotion/Transfer

Name: \_\_\_\_\_  
 Position Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Position Number: \_\_\_\_\_  
 I.D. # \_\_\_\_\_

Effective Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Replacing: \_\_\_\_\_  
 Building: \_\_\_\_\_  
 Campus Phone: \_\_\_\_\_  
 Campus Box: \_\_\_\_\_

### Select Action Reason

- 1. **Hire:**
  - New Hire
  - Temporary Assignment
  - Hire Retiree as Temporary
- 2. **Rehire:**
  - Rehire
- 3. **Transfer:**
  - Lateral -No Pay Rate Change
  - Lateral - W/Pay Rate Change
- 4. **Promotion:**
  - No Pay Rate Change
  - Career Progression - W/Pay Rate change
- 5. **Demotion**
  - Voluntary Demotion - No Pay Rate Change
  - Voluntary Demotion - W/Pay Rate change
- 6. **HR Use** \_\_\_\_\_

### Select One from each of the following sections:

- Regular
- Temporary assignment  
(Ending Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_)
- Full-Time
- Part-Time
- Administrator
  - ( ) 10 month position
  - ( ) 11 month position
  - ( ) 12 month position
- Support Staff
  - Reduced summer hours

Standard Hours (wk/yr): \_\_\_\_\_wk/ \_\_\_\_\_yr

Supervisor: \_\_\_\_\_

Account #: \_\_\_\_\_ Fund#: \_\_\_\_\_ Dept.#: \_\_\_\_\_ Program #: \_\_\_\_\_ Project/Grant #: \_\_\_\_\_  
5 digits                      5 digits                      5 digits                      2 digits                      7 digits

\* No agency accounts may be used here (9xxxx Series Funds) \*Complete only if different than original number string

Name of (GL) #: \_\_\_\_\_

### New Salary Data

#### Support Staff:

Hourly Rate: \$ \_\_\_\_\_

#### Administrator:

( ) On-Going (Annual Rate) \$ \_\_\_\_\_

( ) Temporary (Total Appointment) \$ \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

# Pays \_\_\_\_\_ Amount per pay \$ \_\_\_\_\_

#### Signatures:

Originator \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Budget Office \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### HR/PAYROLL USE ONLY

Co-Director \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Co-Director \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Payroll \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Benefits Specialist \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Office Assistant \_\_\_\_ / \_\_\_\_ / \_\_\_\_