

PERSONNEL ACTION REQUEST

GENERAL INFORMATION				HR USE		
Employee Name:						
Employee Job Title:						
Department:						
Dept. Contact Person:		Phone:				
ACCOUNT INFORMATION						
<input type="checkbox"/> ACCOUNT/ACCOUNT CHANGE		Account No.		%:		
		Account No.		%:		
		Account No.		%:		
EMPLOYMENT INFORMATION						
TYPE:	<input type="checkbox"/> Admin	<input type="checkbox"/> Classified	<input type="checkbox"/> Faculty	<input type="checkbox"/> Professional	<input type="checkbox"/> Other	
	<input type="checkbox"/> Hire	<input type="checkbox"/> Termination	<input type="checkbox"/> FTE Change	<input type="checkbox"/> Reclassification/ Pay Change	<input type="checkbox"/> Leave of Absence	
	Annual Salary \$		Hourly Wage \$		Pay Change \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annual	
	Stipend \$		Dates of Work: to		Hours per week:	
<input type="checkbox"/> Lump sum payment date		OR <input type="checkbox"/> Payments between pay periods of		<input type="checkbox"/> Other:		
DURATION:	Start Date:			End Date (if applicable):		
	<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> One Year Only			
	<input type="checkbox"/> 12 months		<input type="checkbox"/> Full time - 40 hours per week			
	<input type="checkbox"/> 10 months - Academic		<input type="checkbox"/> Part time - hours per week			
<input type="checkbox"/> Other:						
ADDITIONAL MANDATORY EMPLOYER COSTS						
PERS position - 18.17% TRS position - 18.57% TRS working retiree - 20.95% Temp position - 8.8%						
<input type="checkbox"/> No <input type="checkbox"/> Yes, health benefit-eligible*		Health benefits - \$12,700 annual cost		Business Office Use Only		
*Must gain prior budgetary approval for new positions working over 19 hours per week				Budget Impact \$		
SPECIAL INSTRUCTIONS						
SIGNATURE APPROVALS						
	Name		Signature		Date	
Supervisor:						
Grants:						
Academic Affairs:	Chris Clouse					
Business Office:	Beckie Christiaens					
Human Resources:	Karen Glasser					
President:	Jane Karas					
HUMAN RESOURCES/PAYROLL USE ONLY						
Pay date:	Amount: \$		Entered: / /		HR:	