Personnel Action Change Form

ACTIONS From ___ / ___ / ___ (MM/DD/YYYY)

DESCRIPTION OF ACTION
☐ Campus Transfer In  ☐ Organizational Change  ☐ LOA without Pay
☐ Funding Change  ☐ Separation  ☐ LOA with Pay
☐ Emplmnt % - FTE Change  ☐ Separation with Pay  ☐ Return from LOA
☐ Salary/Rate Change  ☐ Campus Transfer Out

ACTION (IT0000)
Reason Code ______ Reason ___________________ Primary Position #_________________
Employee Group -- Non-resident alien? ☐ yes ☐ no Primary Position Title_________________

PERSONAL DATA (IT0002) refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001) sets up employee relationship to entire University organization
Benefits %: _____% for 12mo _____% for 9/10mo _____Ret/Ancil _____Not eligible

CURRENT POSITIONS AT THE UNIVERSITY

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>= 100 %</td>
</tr>
</tbody>
</table>

ADDRESSES (IT0006) refer to Personal Data Form

PLANNED WORKING TIME (IT0007) sets up employee relationship to his/her current University contract(s)
Work schedule rule: ☐ Salary  ☐ M-F@8hrs/day  ☐ Other days/hours________ ☐ Shift  ☐ Positive time reporting
Number of hours scheduled per week________ Contract length code: _____ Leave plan code ______
Include total time worked at the University in all positions

BASIC PAY (IT0008) sets up employee relationship to payroll
Wage Type ______ Amount $_________ ☐hr ☐mo Wage Type ______ Amount $_________ ☐hr ☐mo
Wage Type ______ Amount $_________ ☐hr ☐mo Wage Type ______ Amount $_________ ☐hr ☐mo

COST DISTRIBUTION (IT9027) matches IT0008, for reporting purposes [Distribution: 01-wage]

<table>
<thead>
<tr>
<th>Cost Code:</th>
<th>Cost Center / WBS Element</th>
<th>Position #</th>
<th>Wage Type</th>
<th>$ Rate hourly or monthly</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funded?</td>
<td>☐ yes ☐ no</td>
<td>Grant funded?</td>
<td>☐ yes ☐ no</td>
<td>Grant funded?</td>
<td>☐ yes ☐ no</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>= 100%</td>
</tr>
</tbody>
</table>

Continued next page
### PAID APPOINTMENTS (IT9001) overview of current paid positions for reporting purposes

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Position #</th>
<th>Title</th>
<th>Modifier</th>
<th>Budgeted Annual Salary</th>
<th>FTE % relative to full time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### UNPAID APPOINTMENTS (IT9001) overview of current unpaid positions for reporting purposes

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
<th>Organizational Unit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### RESIDENCE STATUS (I-9) (IT0094)
- C - Citizen
- N - Non-citizen
- A - Non-Resident Alien

### DATE SPECIFICATIONS (IT0041)
- I-9 Date required: __/__/____
- Other (e.g. Last Working Day, etc.): __/__/____
- First Working Day required: __/__/____
- University Service Date: __/__/____
- Tenure Date: __/__/____
- Leave Accrual Date: __/__/____
- Tenure Notify Date: __/__/____
- Probation End Date: __/__/____

### EDUCATION & QUALIFICATIONS (IT0009)
refer to Personal Data Form

### ADDITIONAL COMMENTS OR EXCEPTIONS:

- \[\]
- \[\]
- \[\]

### APPROVAL SIGNATURES:
- __________________________ date________
- __________________________ date________
- __________________________ date________
- __________________________ date________

### Attachments
- Form W-4 (required for all new/returning employees) / Form W-5 (optional)
- Form I-9 with photocopies of documentation (required for all new/returning employees)
- Bank deposit form
- Correspondence and supportive documentation