

EMPLOYEE NAME _____ Personnel # _____
 Department Name _____ Dept. phone _____

Personnel Action Change Form

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

DESCRIPTION OF ACTION

- | | | |
|---|--|--|
| <input type="checkbox"/> Campus Transfer In | <input type="checkbox"/> Organizational Change | <input type="checkbox"/> LOA without Pay |
| <input type="checkbox"/> Funding Change | <input type="checkbox"/> Separation | <input type="checkbox"/> LOA with Pay |
| <input type="checkbox"/> Emplmnt % - FTE Change | <input type="checkbox"/> Separation with Pay | <input type="checkbox"/> Return from LOA |
| <input type="checkbox"/> Salary/Rate Change | <input type="checkbox"/> 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

	Position Number	Position Title	Staffing Percent
This Position			
2			
3			
4			
5			
6			
		TOTAL	= 100 %

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

Time Mgmt status: ☐ Positive time reporting (CATS) ☐ Positive time reporting (Paper Timesheet)
☐ Negative time reporting

Employment Percent (FTE) _____ Contract length code: _____ Leave plan code _____

BASIC PAY (IT0008) *sets up employee relationship to payroll*

Wage Type _____ Amount \$ _____ <input type="checkbox"/> hr <input type="checkbox"/> mo	Wage Type _____ Amount \$ _____ <input type="checkbox"/> hr <input type="checkbox"/> mo
Wage Type _____ Amount \$ _____ <input type="checkbox"/> hr <input type="checkbox"/> mo	Wage Type _____ Amount \$ _____ <input type="checkbox"/> hr <input type="checkbox"/> mo

COST DISTRIBUTION (IT9027) *matches IT0008, for reporting purposes*

[Distribution: 01-wage]

Cost Code:	Cost Center / WBS Element	Position #	Wage Type	\$ Rate hourly or monthly	% of Cost Distribution
Grant funded? <input type="checkbox"/> yes <input type="checkbox"/> no					
Grant funded? <input type="checkbox"/> yes <input type="checkbox"/> no					
Grant funded? <input type="checkbox"/> yes <input type="checkbox"/> no					
Grant funded? <input type="checkbox"/> yes <input type="checkbox"/> no					
				TOTAL	= 100%

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PAID APPOINTMENTS (IT9001) *overview of current paid positions for reporting purposes*

Start Date	End Date	Position #	Title Modifier	Budgeted Annual Salary	FTE % <i>relative to full time</i>

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

Start Date	End Date	Title	Organizational Unit Number

WORK ADDRESS (IT0006) *(no punctuation or dashes)*

Building abbreviation _____ Room number _____ Campus _____

State _____ Zip _____ - _____ Telephone (_____) _____

Fax (_____) _____

RESIDENCE STATUS (I-9) (IT0094) ☐ C -Citizen ☐ N -Non-citizen ☐ A -Non-Resident Alien☐ Load form I-9 to the HR Department Documents screen in ADIS (See HR SAP Resource Guide – Appendix D – ADIS Handbook).**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:**

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APPROVAL SIGNATURES:

_____ date _____ date _____

_____ date _____ date _____