**Personnel Action Change Form**

**ACTIONS**

From __ / __ / __ (MM/DD/YYYY)

**DESCRIPTION OF ACTION**

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

**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>2</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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<td>5</td>
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<tr>
<td>6</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Amount $________</th>
<th>☐ hr ☐ mo</th>
<th>Wage Type</th>
<th>Amount $________</th>
<th>☐ hr ☐ mo</th>
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</table>

**COST DISTRIBUTION (IT9027)**

matches IT0008, for reporting purposes

<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>
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<td>Grant funded?</td>
<td>☐ yes ☐ no</td>
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<td>Grant funded?</td>
<td>☐ yes ☐ no</td>
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</table>

TOTAL = 100%

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>
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<tbody>
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</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>
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</table>

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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---------------------------------------------------------------------------------------------
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APPROVAL SIGNATURES:

___________________________________ date_______________________________
___________________________________ date_______________________________

___________________________________ date_______________________________
___________________________________ date_______________________________

___________________________________ date_______________________________
___________________________________ date_______________________________