Description: Description: Description: Description: FVCC-new-logo-email-sig **PERSONNEL ACTION REQUEST**

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