 **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:  |
|  |