PERSONNEL ACTION REQUEST

Print on 4-part Reverse Paper only. May be ordered from Publications and Printing.

| Action | Employee Type | | | |
|--|---|--|---|---|
| ☐ Hire/Rehire ☐ Change ☐ Separation ☐ Leave of Absence ☐ Return from LoA | Class I: ☐ Faculty ☐ Benefitted Bi-Weekly Staff ☐ Administrative | | | |
| | Classes II and III are temporary employment only. | | | |
| | Class II: ☐ Student Assistant ☐ Casual Labor ☐ Federal Work Study ☐ SRAP | | | |
| ☐ Promotion/Reclass | Class III requires a new PAR each semester. Class III: ☐ Part-Time Faculty ☐ Graduate Assistant ☐ Resident Assistant | | | |
| Effective Date of Action | Ciass III: LI Part-Time I | -acuity Ligraduate | Assistant L | Resident Assistant |
| FT Faculty Contract Type 10 months 12 months | HR/Budget Use Only | Job Code / BCAT | Refresh | Position Pay Group |
| | | | | |
| Last Name | First Name | | MI | SSN/ADP ID |
| Complete the following section for I | _ | | | |
| Hire: ☐ Initial Hire at UWG Change: ☐ Salary ☐ Title ☐ E | ☐ Rehire ☐ also Employ | | | Coding |
| Change. Lisalary Little Lit | zrт Шпотте-рерагите: | it 🗀 Supervisor 🗀 | J Chart String v | Coding |
| Home Department | Home Departmen | t ID ADP S | upervisor | Supervisor's ADP ID |
| 540 | • | | | |
| ADP Position Number | | Job Title | | EFT (Class I only) |
| Annual Salary For Faculty and Administrative | Hourly Rate For Staff, SA, | e FWS, Casual Labor, SRA | _ Semester R NP For Class II | ate I Employees |
| Chart string(s) where expenditure | res occur: | | | |
| DeptFund | | | | |
| DeptFund | Acct Program | Class | _Project | Amount |
| | | | | |
| Budget Use Only ADP Payroll I | Distribution Code | | / | |
| Budget Use Only ADP Payroll I Separation Last Work Da | | | | HR Use Only |
| | у | | | VPO |
| Separation Last Work Da Resignation Retirement Leave of Absence (leave reports | y End of Contract □ □ | oischarge Lack o | f Work De | ath VPO |
| Separation Last Work Da Resignation Retirement Leave of Absence (leave reports Paid Leave Personal I | y End of Contract □ □ □ s must be submitted acc | oischarge □ Lack o ordingly) □ Medical Le | f Work □ De | ath VPO ntation Required) |
| Separation Last Work Da Resignation Retirement Leave of Absence (leave reports Paid Leave Personal I Unpaid Leave Military Le | y End of Contract | ordingly) Medical Leguired Family Medic | f Work Deesave (Docume | ntation Required) |
| Separation Last Work Da Resignation Retirement Leave of Absence (leave reports Paid Leave Personal I Unpaid Leave Military Le | y End of Contract | ordingly) □ Medical Leuired) □ Family Me Return Date (return F | f Work □ De eave (Docume dical Leave (D | ntation Required) Occumentation Required) |
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