

# PERSONNEL ACTION REQUEST

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

<b>Action</b> <input type="checkbox"/> Hire/Rehire <input type="checkbox"/> Change <input type="checkbox"/> Separation <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Return from LoA <input type="checkbox"/> Promotion/Reclass <b>Effective Date of Action</b>  <b>FT Faculty Contract Type</b> <input type="checkbox"/> 10 months <input type="checkbox"/> 12 months	<b>Employee Type</b> <b>Class I:</b> <input type="checkbox"/> Faculty <input type="checkbox"/> Benefitted Bi-Weekly Staff <input type="checkbox"/> Administrative <b>Classes II and III are temporary employment only.</b> <b>Class II:</b> <input type="checkbox"/> Student Assistant <input type="checkbox"/> Casual Labor <input type="checkbox"/> Federal Work Study <input type="checkbox"/> SRAP <b>Class III requires a new PAR each semester.</b> <b>Class III:</b> <input type="checkbox"/> Part-Time Faculty <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Resident Assistant
<b>HR/Budget Use Only</b> <input type="checkbox"/> Refresh Position	
_____ Job Code / BCAT   _____ Pay Group	

Last Name _____	First Name _____	MI _____	SSN/ADP ID _____
<b>Complete the following section for hire, change in status, or change of current information.</b>			
<b>Hire:</b> <input type="checkbox"/> Initial Hire at UWG <input type="checkbox"/> Rehire <input type="checkbox"/> also Employed at _____			
<b>Change:</b> <input type="checkbox"/> Salary <input type="checkbox"/> Title <input type="checkbox"/> EFT <input type="checkbox"/> Home-Department <input type="checkbox"/> Supervisor <input type="checkbox"/> Chart String Coding			
Home Department _____	Home Department ID _____	ADP Supervisor _____	Supervisor's ADP ID _____
540 _____	ADP Position Number _____	Job Title _____	EFT (Class I only) _____
Annual Salary _____ <small>For Faculty and Administrative</small>	Hourly Rate _____ <small>For Staff, SA, FWS, Casual Labor, SRAP</small>	Semester Rate _____ <small>For Class III Employees</small>	

<b>Chart string(s) where expenditures occur:</b>						
Dept _____	Fund _____	Acct _____	Program _____	Class _____	Project _____	Amount _____
Dept _____	Fund _____	Acct _____	Program _____	Class _____	Project _____	Amount _____

<b>Budget Use Only</b>	ADP Payroll Distribution Code _____	/ _____
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<b>Separation</b> Last Work Day _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> End of Contract <input type="checkbox"/> Discharge <input type="checkbox"/> Lack of Work <input type="checkbox"/> Death	<b>HR Use Only</b> <b>VPO</b>
<b>Leave of Absence (leave reports must be submitted accordingly)</b> <input type="checkbox"/> Paid Leave <input type="checkbox"/> Personal Leave <input type="checkbox"/> Medical Leave (Documentation Required) <input type="checkbox"/> Unpaid Leave <input type="checkbox"/> Military Leave (Documentation Required) <input type="checkbox"/> Family Medical Leave (Documentation Required)	
Date Leave Begins _____   Approximate Return Date ( <b>return PAR required</b> ) _____	

**Comments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Action Initiated By \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

**Required Approvals:**

All Classes: Department Approver \_\_\_\_\_ Date \_\_\_\_\_

Biweekly/Admin Classification/Salary Review: HR \_\_\_\_\_ Date \_\_\_\_\_

Class I & III in Academic Departments: Dean \_\_\_\_\_ Date \_\_\_\_\_

Class I Hires/Promotions/Reclass: VP \_\_\_\_\_ Date \_\_\_\_\_

Class I Hires/Promotions/Reclass: President \_\_\_\_\_ Date \_\_\_\_\_

FWS: Financial Aid/Graduate Students: Graduate School \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

Budget Services \_\_\_\_\_ Date \_\_\_\_\_