PS Recruiting ☐ Yes ☐ No

ÎçÒ¹Ó°Ôº Personnel Action Form

For Data Entry Purposes Only

1. Appl. ID (HR Use Only)	2. Employee Name (last, first, middle as appears on Social Secutiy Card)	3. EmplID	4. Effective Date

5. Action	6. Reason	7. Expected Job End Date (If Applicable)	8. Position Number	9. Business Unit	10. Home Dept. (Code)	11. Job Code	12. SupID (EmplID)	13. Reports To (Posn. No.)

14. Benefit Status ☐ Regular ☐ Temporary

15. ☐ Full Time ☐ Part Time

16. Empl Class ☐ 1 - Oth F/S ☐ 2 - Fac 9/9 ☐ 3 - Fac 9/12 ☐ 4 - Med Res ☐ 5 - JVA ☐ 8 - Per Diem ☐ 9 - Non-Emp ☐ A - Student

17. Std. Hrs.	18. FTE	19. Pay Group	20. Holiday Schedule	21. EE Type	22. Tax Location	23. FICA Status	24. Compensation Frequency/Rate Code
			☐ None ☐ UM	☐ H ☐ S		☐ E ☐ N	☐ Hourly/NAHRLY ☐ Monthly/NAANNL ☐ Contract/NAANNL

25. Compensation Rate	26. Comp. Freq.	27. Benefits Eligibility Date	28. UM Working Title	29.1-9 Expir. Date

30. Work Auth. Date	31. Shift Diff Code (Hospital Use Only)	32. Ben. Service Date	33. Probation Date	34. End Date (If applicable)	35. Academic ☐ Yes

JOB EARNINGS DISTRIBUTION

☐ Continuation Sheet Attached

36. Effective Date	37. Business Unit	38. Department	39. Job Code	40. Earn Code (3)	Choose One: 41. Comp Rate (Monthly/Contract Only)	Choose One: 42. Distrib %	Combination Code: 43. MoCode (5)	Combination Code: 44. Account (6)

45. Benefit Record No. (HR Use Only)	46. ABBR (HR use only)	47. Elig Fld 1 (Leave Plan)	48. Benefit Program Effective Date	49. Benefit Program
		☐ EXVAC ☐ NEVAC ☐ Nurses ☐ None		DBP

CONTRACT INFORMATION

50. Contract Effective Date	Payment Terms	53. Monthly Frequency		Begin	End
51. Contract Pay Type (If Applicable) ☐ 9 Over 9 ☐ 9 Over 12 ☐ Pay Over Contract	52. ☐ Pay over 12 months ☐ Pay Over Contract ☐ Pay over _____months	M	54a. Contract		
			54b. Payment		

ACADEMIC INFORMATION

55. Tenure Status	56. Home Rank	57. Track Start Date	61. Academic Discipline: Department	FTE
☐ Non Tenure Not On Track ☐ Non Tenure On Track ☐ Tenure	☐ Assist Professor (002) ☐ Assoc Professor (003) ☐ Professor (004)			
	58. Tenure Home / 59. Tenure Notification Date	60. Tenure Granted Date	Department	FTE

62. Comments

63. Authorizations

_____ Signature & Date

_____ Signature & Date

_____ Signature & Date