# Academic & Staff Personnel Action Request

**Employee Name (Last, First Middle Initial)**  | **Employee Number**  | **Requested Effective Date**
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### HIRE ACTION
- [ ] New Hire
- [ ] Rehire
- [ ] Limited to Career
- [ ] Campus Transfer
- [ ] Break & Rehire
- [ ] Additional Appt.
- [ ] Work Study
- [ ] Dual Employment
- [ ] Overtime Appt.
- [ ] Extend Appointment

### CHANGE IN PAY RATE
- [ ] Merit Increase
- [ ] Manual Range Adjustment
- [ ] Limited Increase
- [ ] Other

(Explain in Comments)

### CHANGE IN STATUS
- [ ] Promotion
- [ ] Demotion
- [ ] Pay Schedule Change
- [ ] Student Status Change

### BUDGET ACTION
- [ ] Change Funding
  - Fund Change Requested By: [ ] Date
- [ ] Change Cost Center
  - Fund Manager Review By: [ ] Date
- [ ] Change Account
  - Fund Manager Comments:
- [ ] Change Percent of Time

### SEPARATION EFFECTIVE

<table>
<thead>
<tr>
<th>SL</th>
<th>TVP</th>
<th>TCP</th>
<th>ID Card</th>
<th>Keys</th>
<th>COBRA</th>
<th>UCRS Distribution Kit</th>
<th>Parking Cancellation</th>
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<tbody>
<tr>
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<td>AIS Pad</td>
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### LEAVE OF ABSENCE

<table>
<thead>
<tr>
<th>Reason</th>
<th>Begin Date</th>
<th>Expected Return</th>
<th>FMLA Eligible</th>
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### APPOINTMENT & DISTRIBUTIONS

(Submit Worksheet to reflect pay distributions)

#### STAFF PERSONNEL
- [ ] PPS
- [ ] MSP
- [ ] Per Diem
- [ ] SMG
- [ ] Certification

### ACADEMIC APPOINTMENT

- [ ] Payroll Title
- [ ] Title Code
- [ ] Step/Grade
- [ ] Filling Requisition #

### PAYROLL & DISTRIBUTIONS

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Acct. Number</th>
<th>Cost Center</th>
<th>Fund</th>
<th>Sub</th>
<th>Proj. Code</th>
<th>Percent</th>
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### Division

<table>
<thead>
<tr>
<th>Supervisor Name</th>
<th>Supv. Phone</th>
<th>Birthdate</th>
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### Work Loc. & Mail Code

<table>
<thead>
<tr>
<th>E-Mail Address</th>
<th>Work Phone</th>
<th>Electronic Time Sheet</th>
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</table>

### COMMENTS / DESCRIPTION OF ACTION

**Requested By:** [ ] Admin. Name  | **Prepared by:** [ ] Prepared by  | **Extension:** [ ] Extension

[DOMREV. 05/07]