



HUMAN RESOURCES
 Personnel Action Form
Separation
Sample: Staff Resignation

Empl ID: 6789

Date Prepared: 8/8/2016

Preparer's Name: JLM

PERSONAL DATA

Prefix Mr	First Name JOHN	MI M	Last Name DOE	Suffix
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JOB DATA

End Date 12/31/2016	Action TERMINATION	Reason RES RESIGNATION	Job Function STAFF	Job Family CLA - CLASSIFIED
Position # (if reg) 1234	Campus and Department AKRON ART	FT or PT FULL TIME	Temp or Reg REG	

Primary Title
ADMINISTRATIVE ASSISTANT, ART

Secondary Title(s)

COMPENSATION

Base Contract Rate \$15.00	Contract Basis Hourly	Account and % 1-23456 100%	Account and %	Account and %
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COMMENTS

Other Required Actions/Documents:

Issue Clearance form for full-time only (<http://www.uakron.edu/dotAsset/287b419e-f12c-4f1c-bb33-1a064fac7829.pdf>)

Issue Administrative Final Vacation Record if applicable (<http://www.uakron.edu/dotAsset/763582.doc>)

Copy of resignation/retirement/termination letter or notice

SIGNATURE APPROVALS

Department Chair/Director	Date	Dean	Date
Vice President/Provost/President	Date	Appointing Authority	Date

OFFICE USE ONLY

In HR	BOT Date	Proc By	Job Req Cr	SPRC Approval