



# HUMAN RESOURCES

## Personnel Action Form Change/Leave/Reappointment

*Sample: Contract Professional Account Code Change*

Empl ID: 6789

Date Prepared: 6/15/2016

Preparer's Name: KS

### PERSONAL DATA

Prefix	First Name	MI	Last Name	Suffix
DR	JANE	E	DOE	

### JOB DATA

Previous Incumbent	Action 1 ERN DIST- Acct Chg	Reason 1 OTH Other	Action 2 (if applicable)	Reason 2 (if applicable)
	<b>Current</b>	<b>New</b>	<b>Current</b>	<b>New</b>
Effective Date		3/1/2016	Job Function	CP Cont Prof
End Date		5/30/2016	Job Family	APS - CP ADMIN
Fac Ten Elig Dt			Temp or Reg	REGULAR
Job Req #			FT or PT	FT Full Time
Position # (reg)	1234		Standard Hrs	40
	<b>Current</b>	<b>New</b>	<b>Current</b>	<b>New</b>
Campus/Dept	AKRON INFORMATION TECHNOLOGY			
Primary Title	MANAGER, DATA COLLECTIONS			
Secondary Title(s)				

### COMPENSATION

	Current	New		Current	New
Base Contract Rate	\$35,295.00		Account - %	533350 - 70%	533350 - 40%
Contract Basis	12-month			534783-30%	534786 - 30%
Grade					533321 - 30%
Bargaining Unit					
Admin stipends Amount:			Stipend Account - %:		
Stipend Basis:					

### EMPLOYMENT DATA

	Current	New		Current	New
Building/Room	POL 285		Campus Phone	2779	
Campus Zip +4	+1911		First Level Supervisor	K. SMITH	

### COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE

PLEASE REDISTRIBUTE SALARY AS INDICATED FOR MARCH, APRIL AND MAY 2016 .

### ADDITIONAL FUNDING SOURCE(S) – other than or in addition to the originally approved budget

	Account/Position #	Amount
If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:		

### SIGNATURE APPROVALS

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

### HUMAN RESOURCES USE ONLY

In/Out HR	BOT Date	Proc. By	New Job Req	Job Code	To RPBB	Ret Sys	Fair Share	Prob End	SPRC Approval

Budget Funds Available

Controller Funds Available

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_