

## **HUMAN RESOURCES**

## Personnel Action Form Hire/Rehire

Sample: Appointment of Faculty Temporary Administrative Stipend (Additional Title with No End Date) NOTE: This action requires 2 forms

Empl ID or SS# if New Hire:	1234567
Date Prepared:	4/15/2016

ABC

Date\_

Preparer's Name:

Prefix	First Name				M.I.	Last	Name	ame		
DR	JANE					DOE	:			
Street Address	JANE					DOL	Postal Cod			
123 UNIVERSITY	UNIVERSITY LANE					ON		ОН	44325	
OB DATA										
Start Date	End Date (if tem	p) Actio	n	Re	ason		Fac Tenure Elig Date			
7/1/2016	6/30/2017			Αſ	DM- A	DMIN STIPEND				
Job Req #	Position # (reg)						Job Function	Job Fan	nily	
1	234				FACULTY			TEACHING FAC		
Campus and Depar	tment				Temp	/Reg	Full Time/ Part Time	Standar	d Hours	
AKRON NURS	AKRON NURSING					)	PART TIME	PART TIME 20		
Primary Title PROFESSOR, NU	RSING									
PROFESSOR, NU Secondary Title(s)										
PROFESSOR, NL Secondary Title(s) DEPT CHAIR, NU	RSING									
PROFESSOR, NL Secondary Title(s) DEPT CHAIR, NU	RSING  Current inform	nation			nt infor		n Resource Analysis	s & Budge	iting :	
PROFESSOR, NU Secondary Title(s) DEPT CHAIR, NU COMPENSATION Base Contract Rate	Current inform	nation			nt infor )- 100%		If applicable pleas	e indicate	the additional fund	
PROFESSOR, NU Secondary Title(s) DEPT CHAIR, NU COMPENSATION Base Contract Rate Contract Basis	RSING  Current inform	nation					If applicable pleas source(s) other that	e indicate an or in ac		
PROFESSOR, NU Secondary Title(s) DEPT CHAIR, NU COMPENSATION Base Contract Rate	Current inform	nation	Account - %				If applicable pleas	e indicate an or in ac	the additional fund	
PROFESSOR, NU Secondary Title(s) DEPT CHAIR, NU COMPENSATION Base Contract Rate Contract Basis	Current inform	nation	Account - %				If applicable pleas source(s) other than	e indicate an or in ac	the additional fund	
PROFESSOR, NU Secondary Title(s) DEPT CHAIR, NU COMPENSATION Base Contract Rate Contract Basis Grade	Current inform	nation	Stipend Account -	20100		<b>6</b>	If applicable pleas source(s) other the approved budget:	e indicate an or in ac	the additional fund ddition to originally	
PROFESSOR, NU Secondary Title(s) DEPT CHAIR, NU COMPENSATION  Base Contract Rate Contract Basis Grade  Bargaining Unit Admin stipends: Amount:	Current inform \$100,000 12-month	nation	Stipend	20100	0- 100%	<b>6</b>	If applicable pleas source(s) other the approved budget:	e indicate an or in ac	the additional fund ddition to originally	
PROFESSOR, NU Secondary Title(s) DEPT CHAIR, NU COMPENSATION  Base Contract Rate Contract Basis Grade  Bargaining Unit Admin stipends: Amount:  Stipend Basis: MPLOYMENT DATA	Current inform \$100,000 12-month \$8,000		Stipend Account - %:	20100	00- 1009	<b>6</b>	If applicable pleas source(s) other the approved budget:  Account/Position	e indicate an or in ad	the additional fund ddition to originally	
PROFESSOR, NU Secondary Title(s) DEPT CHAIR, NU COMPENSATION  Base Contract Rate Contract Basis Grade  Bargaining Unit Admin stipends:	Current inform \$100,000 12-month \$8,000	nation s Phone	Stipend Account - %:	20100	00- 1009	<b>6</b>	If applicable pleas source(s) other the approved budget:	e indicate an or in ad	the additional fund ddition to originally	

Note: Faculty hires please attach a copy of the JRF/SPRC Rationale, Candidate Interview Summary, signed letter of offer, resume, original transcripts, and (if applicable) Search Waiver. SIGNATURE APPROVALS **Department Chair/Director** Date Dean Date Vice President/Provost/President Date **Appointing Authority** Date **HUMAN RESOURCES USE ONLY** In HR **BOT Date** Proc. By Prob End Fair Sh. To RPBB Ret Sys Job Code SPRC Approval **Budget Funds Available Controller Funds Available** 

Date



## **HUMAN RESOURCES**

## Personnel Action Form Change/Leave/Reappointment

Empl ID:	1234567
Date Prepared:	4/15/2016

ABC

Preparer's Name:

DEDOONA: 5:5:															
PERSONAL DATA	Final :	First Name				Last Name						Cuffix			
Prefix	First	it Name			МІ	Li	ast Name	ie					Suffix		
DR	JANE	F			ΙE	D	OE								
JOB DATA	071112	•					<u> </u>								
Previous Incumber	nt	Action 1		Reason 1			Action 2	(if app	licab	ole)	Reas	on 2 (i	on 2 (if applicable)		
		DTA Data Chg								,		riousen 2 (ii applicable)			
		TTL TitleChang		nge	ge										
		Current		New		Curr			rent			New			
Effective Date				7/1/2016	Joh F	b Function FAC				ultv		11011			
End Date				17172010						ACHING FA	2				
Fac Ten Elig Dt				Temp or F								+			
Job Req#									FT Full Time						
Position # (reg)						dard Hrs 40				_					
		Current		•	l e		New	-							
Campus/Dept		AKRON NURSI	NG				AKRO	N NU	RSI	VG					
Primary Title		PROFESSOR, N	URS	ING			PROFESSOR, NURSING								
Secondary Title(s)							DEPT	CHAIR	R, NL	JRSING					
COMPENSATION															
COMPENSATION	Curre	n4	Nev						C	rrent	N	ew			
Base Contract	\$100.		Nev	N .	Acc	ount	- %		•	1000- 100%	IN	ew			
Rate	ψ100,	,000			700	Juint	- 70		20	1000- 100 /6					
Contract Basis	12-m	onth													
Grade															
Bargaining Unit															
Admin stipends					Stip	end									
Amount:			\$8,000		Acc	Account - %:			201000				- 100%		
Stipend Basis:			12-month												
EMPLOYMENT DA															
	Curre		New									ew			
Building/Room	MGH	l 185				Campus Phone			755						
Campus Zip +4	3701				First	First Level Supervisor		sor	SU	PERVISOR					
COMMENTS/CONTIL					05.4514	11.110	TD 4 TI) /F	OTIDE		01111105.0	. –				
ADDITIONAL III	LE DEP	T CHAIR, NURSIN	G; A	PPOINTMENT	OF ADM	INIS	IRAIIVE	STIPE	:ND	ON HIRE PA	4F				
ADDITIONAL FUNDI	NG SOU	RCF(S) - other than	or in	addition to the	originally	anni	roved hud	net							
ADDITIONAL FUNDING SOURCE(S) – other than			, ,	count/Position #		<del>3у арр. стои и и</del>			Amount						
If applicable please	indicate	the additional													
funding source(s) other than or in addition to															
originally approved	d budget														
SIGNATURE APPRO	VALS														
Departm	ent Chai	r/Director		Date				Dea	n				Date		
Vice President/Provost/President		Date			Appointing			ting Authority				Date			
IIIIMAN DEOCUDOES	ONLY											<u> Ш</u>			
HUMAN RESOURCES USE In/Out HR	ONLY BOT Date	Proc. By	1	New Job Req	Job Cod	le l	To RPBB	Ret S	Svs	Fair Share	Prob	Fnd	SPRC Approval		
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Budget Funds Ava	ilable						Controlle	r Funds	s Ava	ailable					
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