



**HUMAN RESOURCES**  
 Personnel Action Form  
**Change/Leave/Reappointment**  
*Sample: Reappointment of Faculty Temporary  
 Administrative Stipend  
 (No Additional Title)*

Empl ID: 1234567

Date Prepared: 4/15/2016

Preparer's Name: ABC

**PERSONAL DATA**

Prefix	First Name	MI	Last Name	Suffix
DR	JANE	E	DOE	

**JOB DATA**

Previous Incumbent	Action 1 REAPPT- Reappoint	Reason 1 ADM AdminStip	Action 2 (if applicable)	Reason 2 (if applicable)
	Current	New	Current	New
Effective Date		8/29/2016	Job Function	FAC Faculty
End Date		5/21/2017	Job Family	TEF - TEACHING FAC
Fac Ten Elig Dt			Temp or Reg	TEMPORARY
Job Req #			FT or PT	PT Part Time
Position # (reg)			Standard Hrs	20
	Current			New
Campus/Dept	AKRON CURRICULAR & INSTR STUDIE			
Primary Title	ASSOC PROF, CURR & INSTR STUDIES			
Secondary Title(s)				

**COMPENSATION**

	Current	New		Current	New
Base Contract Rate	\$70,000		Account - %	201000 - 100%	
Contract Basis	9-month				
Grade					
Bargaining Unit					
Admin stipends Amount:	\$3,000		Stipend Account - %:	201000 - 100%	
Stipend Basis:	9-month				

**EMPLOYMENT DATA**

	Current	New		Current	New
Building/Room	MGH185		Campus Phone	7552	
Campus Zip +4	+3701		First Level Supervisor	SUPERVISOR	

**COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE**

REAPPOINT TEMPORARY ADMINISTRATIVE STIPEND FOR AREA COORDINATOR DUTIES

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

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

**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 \_\_\_\_\_