



# HUMAN RESOURCES

## Personnel Action Form Hire/Rehire

*Sample: Appointment of Faculty Temporary  
Administrative Stipend  
(Additional Title with End Date)*

**NOTE: This action requires 2 forms**

Empl ID or  
SS# if New Hire: 1234567

Date Prepared: 4/15/2016

Preparer's Name: ABC

### PERSONAL DATA

Prefix DR	First Name JANE	M.I. E	Last Name DOE	Suffix
Street Address 123 UNIVERSITY LANE		City AKRON	State OH	Postal Code 44325

### JOB DATA

Start Date 8/29/2016	End Date (if temp) 5/21/2017	Action HIRE	Reason ADM- ADMIN STIPEND	Fac Tenure Elig Date
Job Req #	Position # (reg) 1234	New or Indicate Previous Incumbent	Job Function FACULTY	Job Family TEF - TEACHING FAC
Campus and Department AKRON LAW-INSTRUCTION		Temp/Reg TEMP	Full Time/ Part Time PART TIME	Standard Hours 20
Primary Title PROFESSOR, LAW				
Secondary Title(s) DIRECTOR, STRATEGIC INITIATIVES				

### COMPENSATION

	Current information		Current information	Resource Analysis & Budgeting :	
Base Contract Rate	\$100,000	Account - %	201000- 100%	If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:	
Contract Basis	9-month				
Grade					
Bargaining Unit		Stipend Account - %:	201000- 100%	Account/Position Number	Amount
Admin stipends: Amount:	\$10,000				
Stipend Basis:	9-month				

### EMPLOYMENT DATA

Building/Room MGH 185	Campus Phone 7552	Campus Zip+4 3701	First Level Supervisor SUPERVISOR
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### COMMENTS OR CONTINGENCIES

APPOINT TEMPORARY ADMINISTRATIVE STIPEND FOR DIRECTOR ASSIGNMENT

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 \_\_\_\_\_

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



# HUMAN RESOURCES

## Personnel Action Form Change/Leave/Reappointment

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 DTA Data Chg	Reason 1 TTL TitleChange	Action 2 (if applicable)	Reason 2 (if applicable)
	<b>Current</b>	<b>New</b>	<b>Current</b>	<b>New</b>
Effective Date		8/1/2016	Job Function	FAC Faculty
End Date		5/31/2017	Job Family	TEF - TEACHING FAC
Fac Ten Elig Dt			Temp or Reg	REGULAR
Job Req #			FT or PT	FT Full Time
Position # (reg)			Standard Hrs	40
	<b>Current</b>	<b>New</b>	<b>Current</b>	<b>New</b>
Campus/Dept	AKRON LAW-INSTRUCTION		AKRON LAW-INSTRUCTION	
Primary Title	PROFESSOR, LAW		PROFESSOR, LAW	
Secondary Title(s)			DIRECTOR, STRATEGIC INITIATIVES	

### COMPENSATION

	Current	New		Current	New
Base Contract Rate	\$100,000		Account - %	201000- 100%	
Contract Basis	9-month				
Grade					
Bargaining Unit					
Admin stipends Amount:		\$10,000	Stipend Account - %:		20100-100%
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

APPOINT ADDITIONAL TITLE DIRECTOR, STRATEGIC INITIATIVES;  
APPOINTMENT OF ADMINISTRATIVE STIPEND ON HIRING PAF

### 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 \_\_\_\_\_