



HUMAN RESOURCES
 Personnel Action Form
Change/Leave/Reappointment
Sample: Account code change

Empl ID:	6789
Date Prepared:	6/29/2016
Preparer's Name:	JAC

PERSONAL DATA

Prefix	First Name	MI	Last Name	Suffix
MRS	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)
Effective Date	Current	New	Current	New
End Date		3/21/2016	Job Function	STA Staff
Fac Ten Elig Dt		5/8/2017	Job Family	UNC - UNCLASSIFIED
Job Req #			Temp or Reg	REGULAR
Position # (reg)	3274		FT or PT	PT Part Time
			Standard Hrs	29
Campus/Dept	WAYNE BIOLOGY-WAYNE		New	
Primary Title	ADMINISTRATIVE ASSISTANT			
Secondary Title(s)				

COMPENSATION

	Current	New	Account - %	Current	New
Base Contract Rate	\$13.50		211000 - 100%	312000 - 100%	
Contract Basis	Hourly				
Grade	113				
Bargaining Unit			Stipend Account - %:		
Admin stipends Amount:					
Stipend Basis:					

EMPLOYMENT DATA

	Current	New	Campus Phone	Current	New
Building/Room	WAYNE		8944		
Campus Zip +4	+8901		First Level Supervisor	SUPERVISOR	

COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE

ON 5/9/17 RETURNS TO ACCOUNT 211000 - 100%.

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 _____