



HUMAN RESOURCES

Personnel Action Form Hire/Rehire

Sample: Hire No Pay Staff

Empl ID or
SS# if New Hire: 999-99-9999

Date Prepared: 6/5/2016

Preparer's Name: JAC

PERSONAL DATA

Prefix	First Name	M.I.	Last Name	Suffix
DR	JANE	W	DOE	
Street Address		City	State	Postal Code
195 FIR HILL TERRACE		AKRON	OH	44312

JOB DATA

Start Date	End Date (if temp)	Action	Reason	Fac Tenure Elig Date
6/23/2016	6/30/2017	HIRE	TMP- TEMP (END DATE)	
Job Req #	Position # (reg)	New or Indicate Previous Incumbent	Job Function	Job Family
			STAFF	ADJ - ADJUNCT CP/STA
Campus and Department		Temp/Reg	Full Time/ Part Time	Standard Hours
AKRON MECHANICAL ENGINEERING		TEMP	PART TIME	29
Primary Title				
VISITING SCIENTIST				
Secondary Title(s)				

COMPENSATION

	Current information		Current information	Resource Analysis & Budgeting :	
Base Contract Rate	0	Account - %	994356 - 100%	If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:	
Contract Basis					
Grade					
Bargaining Unit		Stipend Account - %:		Account/Position Number	Amount
Admin stipends: Amount:					
Stipend Basis:					

EMPLOYMENT DATA

Building/Room	Campus Phone	Campus Zip+4	First Level Supervisor
ASEC/101	6027	+3903	SUPERVISOR

COMMENTS OR CONTINGENCIES

NOTE: SEND HR ADMINISTRATOR AN EMAIL WITH EMPLOYEE'S BIRHDATE AND GENDER.

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 _____