



# HUMAN RESOURCES

## Personnel Action Form Hire/Rehire

*Sample: One Time Payment*

Empl ID or  
SS# if New Hire: 1234

Date Prepared: 6/5/2016

Preparer's Name: JAC

### PERSONAL DATA

Prefix	First Name	M.I.	Last Name	Suffix
MS	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	6/24/2016	HIRE	1XP- ONE TIME PAY	
Job Req #	Position # (reg)	New or Indicate Previous Incumbent	Job Function	Job Family
			STAFF	UNC - UNCLASSIFIED
Campus and Department			Temp/Reg	Full Time/ Part Time
AKRON MECHANICAL ENGINEERING			TEMP	PART TIME
				Standard Hours
				5
Primary Title				
INTERN				
Secondary Title(s)				

### COMPENSATION

	Current information		Current information	Resource Analysis & Budgeting :	
Base Contract Rate	\$80.00	Account - %	994356 - 100%	If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:	
Contract Basis	1 X Pay				
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

PAYMENT FOR JUDGING 2016 ENGINEERING CONTEST.

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 \_\_\_\_\_