



HUMAN RESOURCES
 Personnel Action Form
Change/Leave/Reappointment
Sample: Temporary Job Reclassification

Emp ID: 2341

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 JRC - Job Reclass	Reason 1 TJR TmpJobReclass	Action 2 (if applicable)	Reason 2 (if applicable)
	Current	New	Current	New
Effective Date		7/11/2016	Job Function	STA Staff
End Date		10/23/2016	Job Family	BRG - BARG UNIT
Fac Ten Elig Dt			Temp or Reg	REGULAR
Job Req #			FT or PT	FT Full Time
Position # (reg)			Standard Hrs	40
	Current			New
Campus/Dept	AKRON PHYSICAL FACILITIES			
Primary Title	BUILDING SERVICES WORKER		MASTER BUILDING SERVICES WORKER	
Secondary Title(s)				

COMPENSATION

	Current	New		Current	New
Base Contract Rate	\$15.43	\$17.00	Account - %	638814 - 100%	
Contract Basis	Hourly	Hourly			
Grade					
Bargaining Unit	FSM/CWA				
Admin stipends Amount:			Stipend Account - %:		
Stipend Basis:					

EMPLOYMENT DATA

	Current	New		Current	New
Building/Room	PFOC		Campus Phone	1234	4321
Campus Zip +4	0401		First Level Supervisor	SUPERVISOR	SUPERVISOR

COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE

TEMPORARY JOB RECLASSIFICATION TO FILL IN FOR ANOTHER EMPLOYEE ON LEAVE

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 _____