



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

Empl ID:	6789
Date Prepared:	6/1/2016
Preparer's Name:	JAC

PERSONAL DATA

Prefix	First Name	MI	Last Name	Suffix
MRS	JANE	E	DOE	

JOB DATA

Previous Incumbent	Action 1 REAPPT- Reappoint	Reason 1 TEMP Temp Employee	Action 2 (if applicable)	Reason 2 (if applicable)
	Current	New	Current	New
Effective Date		6/13/2016	Job Function	STA Staff
End Date	6/12/2016	6/18/2017	Job Family	UNC - UNCLASSIFIED
Fac Ten Elig Dt			Temp or Reg	TEMPORARY
Job Req #			FT or PT	PT Part Time
Position # (reg)			Standard Hrs	20
	Current			New
Campus/Dept	AKRON ATHLETICS			
Primary Title	ATHLETICS EVENTS ASSISTANT			
Secondary Title(s)				

COMPENSATION

	Current	New		Current	New
Base Contract Rate	\$8.70		Account - %	211000	
Contract Basis	Hourly				
Grade	113				
Bargaining Unit			Stipend Account - %:		
Admin stipends Amount:					
Stipend Basis:					

EMPLOYMENT DATA

	Current	New		Current	New
Building/Room	JAR		Campus Phone	2112	
Campus Zip +4	+5201		First Level Supervisor	SUPERVISOR	

COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE

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 _____