



PERSONNEL ACTION FORM

President - White Copy
Payroll - Green Copy
Human Resources - Yellow Copy
Account Sponsor - Pink Copy
Employee - Gold Copy

EMPLOYMENT or TERMINATION

Form with fields for First Name, Middle Name, Last Name, Social Security Number, I.D. Number, Address, City, State, Zip Code, Home Telephone.

EMPLOYMENT:

Employment details form including Beginning/Ending dates, Job Title, Dept/Div/Col, Acct #, Salary/Wage, Type of agreement, Status, Work shift, Part-time faculty/staff, New position?, Replacement?, Previously employed by the University?, Marital Status, Birth Date, Ethnic Classification, Degrees Held.

Comments section for additional notes.

TERMINATION:

Termination details form including Dept/Div/Col, Pos #, Acct #, Current salary/wage, Last day present on job, Pay for unused vacation and comp time.

REASON FOR TERMINATION

Reasons for termination list: Accept other employment, Attend school, Retirement, Lay off, End of temporary contract, Death, 3 Days absent without notice, Unsatisfactory probationary period, Discharge, Insufficient class enrollment, Other (specify).

\*If discharged, appropriate documentation concerning the specific reason(s) must accompany this form unless previously submitted to Human Resources.

APPROVED:

Approval signatures and dates for Director of Human Resources, Account Sponsor, Director of Budgets, Vice President, and President.