



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:

Form with fields for Beginning/Ending dates, Job Title, Dept/Div/Col, Salary/Wage, Type of agreement, Status, Work shift, Part-time faculty/staff, New position?, Previously employed?, Marital Status, Degrees Held.

Comments box

TERMINATION:

Form with fields for Dept/Div/Col, Pos #, FOAP #, Current salary/wage, Last day present on job, Pay hours unused vacation/comp time.

REASON FOR TERMINATION

- List of reasons for termination: 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 lines for Director of Human Resources, Account Sponsor, Vice President, Director of Budgets, and President.