

# University of ΝÇÖΒÓ°Ô°

## Personnel Action Form

For Data Entry Purposes Only

PS Recruiting <input type="checkbox"/> Yes <input type="checkbox"/> No		1. Appl. ID (HR Use Only)		2. Employee Name (last, first, middle as appears on Social Secuity Card)			3. EmplID		4. Effective Date		
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5. Action	6. Reason	7. Expected Job End Date (If Applicable)	8. Position Number	9. Business Unit	10. Home Dept. (Code)	11. Job Code	12. SupID (EmplID)	13. Reports To (Posn. No.)
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14. Benefit Status <input type="checkbox"/> Regular <input type="checkbox"/> Temporary	15. <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	16. Empl Class <input type="checkbox"/> 1 - Oth F/S <input type="checkbox"/> 2 - Fac 9/9 <input type="checkbox"/> 3 - Fac 9/12 <input type="checkbox"/> 4 - Med Res <input type="checkbox"/> 5 - JVA <input type="checkbox"/> 8 - Per Diem <input type="checkbox"/> 9 - Non-Emp <input type="checkbox"/> A - Student							
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17. Std. Hrs.	18. FTE	19. Pay Group	20. Holiday Schedule <input type="checkbox"/> None <input type="checkbox"/> UM	21. EE Type <input type="checkbox"/> H <input type="checkbox"/> S	22. Tax Location	23. FICA Status <input type="checkbox"/> E <input type="checkbox"/> N	24. Compensation Frequency/Rate Code <input type="checkbox"/> Hourly/NAHRLY <input type="checkbox"/> Monthly/NAANL <input type="checkbox"/> Contract/NAANL			
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25. Compensation Rate	26. Comp. Freq.	27. Benefits Eligibility Date	28. UM Working Title			29.1-9 Expir. Date
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30. Work Auth. Date	31. Shift Diff Code (Hospital Use Only)	32. Ben. Service Date	33. Probation Date	34. End Date (if applicable)	35. Academic <input type="checkbox"/> Yes
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### JOB EARNINGS DISTRIBUTION

Continuation Sheet Attached

36. Effective Date	37. Business Unit	38. Department	39. Job Code	40. Earn Code (3)	Choose One		Combination Code	
					41. Comp Rate (Monthly/Contract Only)	42. Distrib %	43. MoCode (5)	44. Account (6)

45. Benefit Record No. (HR Use Only)	46. ABBR (HR use only)	47. Elig Fld 1 (Leave Plan) <input type="checkbox"/> EXVAC <input type="checkbox"/> NEVAC <input type="checkbox"/> Nurses <input type="checkbox"/> None			48. Benefit Program Effective Date	49. Benefit Program  DBP
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### CONTRACT INFORMATION

50. Contract Effective Date	Payment Terms		53. Monthly Frequency  M	54a. Contract	Begin	End
51. Contract Pay Type (If Applicable) <input type="checkbox"/> 9 Over 9 <input type="checkbox"/> 9 Over 12 <input type="checkbox"/> Pay Over Contract	52. <input type="checkbox"/> Pay over 12 months <input type="checkbox"/> Pay Over Contract <input type="checkbox"/> Pay over _____ months			54b. Payment	_____	_____

### ACADEMIC INFORMATION

55. Tenure Status <input type="checkbox"/> Non Tenure Not On Track <input type="checkbox"/> Non Tenure On Track <input type="checkbox"/> Tenure	56. Home Rank <input type="checkbox"/> Assist Professor (002) <input type="checkbox"/> Assoc Professor (003) <input type="checkbox"/> Professor (004)			57. Track Start Date		<b>61. Academic Discipline</b>	
58. Tenure Home	59. Tenure Notification Date		60. Tenure Granted Date		Department		

62. Comments
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63. Authorizations

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Signature & Date

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Signature & Date

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Signature & Date