PERSONNEL ACTION AUTHORIZATION

This form is used to:
- Hire an employee in a temporary position

SECTION I.
Department
Job Title
Working Title

Date Vacated
- or -
New Position

FOAP Code
Fund
Org
Account
Program

%  %  %  %

Last/Current Incumbent

Fund
Org
Account
Program

%  %  %  %

Anticipated Effective Date of Hire or Role Change

SECTION II.
Position To Be Advertised

SECTION III. DUTIES AND RESPONSIBILITIES:
(Summarize only essential functions and general duties)

QUALIFICATIONS:
(List as knowledge, skills & abilities)

CONDITIONS:
(Specify if position requires overtime, shift work, lifting, or other special circumstances)

SECTION IV. SPONSORED PROGRAMS APPROVAL:
(REQUIRED ONLY IF POSITION IS SUPPORTED BY SPONSORED PROGRAMS FUNDS)
Project Director/Account Manager
Sponsored Programs Approval

Date
Date

SECTION V. SIGNATURE APPROVAL
Supervisor/Department Head
Dean/Director
Vice President

Date
Date
Date

SECTION VI. BUDGET APPROVAL
Budget Office Approval
Program
Sub Program
Fund

Date

SECTION VII. HUMAN RESOURCES
Role Title
Pay Band

Minimum Starting Salary To Be Advertised: (May be a range)