



PERSONNEL ACTION

Department _____ Position Number _____

Job Title _____

Effective Date of Action _____ Ending Date _____

AS SOON AS APPROVED

Table with 3 columns: EMPLOYMENT TYPE, TYPE OF ACTION, LEAVE TYPE. Includes checkboxes for various options like A/P Faculty, Pay Change, Educational Leave, etc.

SECTION I. PERSONAL INFORMATION RU

ID # _____ Name _____ Last _____ First _____ MI _____

Work Location _____ Work Phone _____ Building _____ Room Number _____ P. O. Box _____

Supervisor Name _____ Supervisor RU ID # _____ Supervisor Position # _____

SECTION II. FUNDING/PAYMENT

Requested Salary or Wage Rate/Hour \$ _____ Bonus Pay Amount \$ _____ Current/Previous Salary \$ _____

Table for FOAP Code with columns for Fund, Org, Account, Program and percentage fields.

Comments/Explanations _____

Note: To ensure compliance with the Affordable Care Act (ACA) the statement not to exceed an average of 29 hours per week for temporary wage and not to exceed on average 20 hours a week for student wage including graduate student employment should be noted on the PR40. Temporary wage and student wage are limited to an average of 29 hours per week according to the Manpower Control Act and it is for all positions worked at the university combined.

SECTION III. SPONSORED PROGRAMS APPROVAL: (REQUIRED ONLY IF POSITION IS SUPPORTED BY SPONSORED PROGRAMS FUNDS)

Project Director/Account Manager _____ Date _____

Sponsored Programs _____ Date _____

SECTION IV. SIGNATURE APPROVAL

Operational Management _____ Date _____

Administrative Management _____ Date _____ (Dean, Director, or higher level)

Senior Management _____ Date _____

President _____ Date _____ (Required if Vice President is appointing authority)

Budget _____ Date _____

Human Resources _____ Date _____

HR Use Only:

Role Code: _____

State ID: _____

I-9/SSA Log Email

Banner Budget/Payroll File