

Departmental/divisional personnel staff processing personnel actions may complete this for and keep it in the departmental personnel file for the employee.

Effective Date _____ Record Number _____

Employee ID _____ Employee's Name _____

WORK LOCATION

Action Reason

Position Number _____ Override Position Data Reports To (Position) _____

OR

Department ID _____ Location _____ Supervisor ID _____

JOB INFORMATION

Job Code _____ Probationary

Standard Hours _____ FTE _____

Contract Number _____ Recurring Contract Length _____

PAYROLL

Tax Location Code _____

Vacation Leave Balance Hours _____ Minutes _____

Sick Leave Balance Hours _____ Minutes _____

Bonus Leave Balance Hours _____ Minutes _____ Level / Step _____

COMPENSATION

Compensation Rate _____ Frequency _____ Temporary Supplement _____

EMPLOYMENT INFORMATION

Business Title _____

Probationary Date _____ Last Date Worked _____ Expected Return Date _____

EARNINGS DISTRIBUTION

Account Code _____ Account Override _____ Budget Amount _____ % _____

Account Code _____ Account Override _____ Budget Amount _____ % _____