

---

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

---

Action \_\_\_\_\_ Reason \_\_\_\_\_

Effective Date of Action \_\_\_\_\_

Employee ID \_\_\_\_\_

Employee's Name \_\_\_\_\_

College / Department \_\_\_\_\_

---

For all EPA employees, the following documents **must** be sent to HRIM:

- Current Curriculum Vitae
- Offer Letter / Acceptance Letter [http://www.ncsu.edu/hr/employment/epa\\_letters/](http://www.ncsu.edu/hr/employment/epa_letters/)
- Patent Agreement <http://research.ncsu.edu/ott/ncstate-patent-agreement/>
- Letters of Reference (as requested by department head)

NOTE:  
If current action extends beyond Visa expiration date, the Citizenship panel must be updated with correct visa dates.  
If current action includes degree changes, you must update the education panel.