

Personnel Action Form

Human Resources
(937) 775-2120

Name (Last, First, MI)	UID Number/SSN (New Only)	NBAPOSN
Job Start Date	Job Stop Date	Organization Name
Affirmative Action Number	Campus Address/Campus Phone Number	City Work Loc. (other than main campus)
Job Title	<div style="background-color: #cccccc; padding: 2px;"> Position Class Number Salary Band </div>	<input type="checkbox"/> Essential Employee <input type="checkbox"/> Emergency Responder
\$ Annual Base Salary	\$ Base Monthly/Hourly Rate	\$ Monthly Stipend Rate (If Applicable)

Employment Type	Contract Type	Employment Status
<input type="checkbox"/> Faculty <input type="checkbox"/> Fiscal (12 month) <input type="checkbox"/> Academic (9 month) <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non-Tenure Track <input type="checkbox"/> AAUP <input type="checkbox"/> Unclassified <input type="checkbox"/> Unclassified Hourly <input type="checkbox"/> Classified <input type="checkbox"/> Certified <input type="checkbox"/> Provisional <input type="checkbox"/> Classified PTOC <input type="checkbox"/> Retiree <input type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Continuing Employment <input type="checkbox"/> Special Contract <input type="checkbox"/> Interim Appointment (6 month) <input type="checkbox"/> Visiting Scholar / Faculty <input type="checkbox"/> Visiting NTT <input type="checkbox"/> Auxiliary <input type="checkbox"/> One-Time Payment (bonus/award) <input type="checkbox"/> Gross <input type="checkbox"/> Net	<input type="checkbox"/> Superseding Appointment <input type="checkbox"/> New Hire / Re-hire <input type="checkbox"/> Leave <input type="checkbox"/> with pay <input type="checkbox"/> without pay <input type="checkbox"/> returning from leave <input type="checkbox"/> Termination / Separation <input type="checkbox"/> Retirement <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Job Reclassification (Title/Pay Grade) <input type="checkbox"/> Transfer <input type="checkbox"/> Job Audit <input type="checkbox"/> Job Audit with grade change <input type="checkbox"/> Special Salary Adjustment- Market <input type="checkbox"/> Special Salary Adjustment- Other <input type="checkbox"/> Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (4 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (4 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary						

Reallocation

Funding JV or Position Number _____ **Position Incumbent Name (if applicable)** _____

Comments/Additional Information: _____

Timesheet / Leave Report Approver (Name, UID): _____

Action Code _____ ECLS _____ Earn Code _____ Cert. Date _____	Chair/Dir. Approval/Date _____ Dean/VP Approval/Date _____ Business Mgr Approval/Date _____ Budget/RSP Approval/Date _____ HR Approval/ Date _____ Payroll Approval/Date _____
*Shaded areas for HR use ONLY	