



Personnel Action Form - Faculty & Classified

New Revision: _____

ACTION TYPE (* Requires President Approval)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Out of Class Assignment | <input type="checkbox"/> Leave of Absence (w/o pay) | <input type="checkbox"/> Return from Leave | <input type="checkbox"/> Termination/End of Assignment* |
| <input type="checkbox"/> Supervisor Change | <input type="checkbox"/> Associate Faculty Hire | <input type="checkbox"/> Employee Type Change * | <input type="checkbox"/> Salary Change (Faculty/Admin) |
| <input type="checkbox"/> Recruitment - Circle Below* | <input type="checkbox"/> Academic Stipend | <input type="checkbox"/> Work Schedule Change | <input type="checkbox"/> Funding Change |
| New Replacement Additional | | ____ Add/delete Shift Differential | |

EMPLOYEE TYPE:

- Full Time Faculty Educational Administrator Classified
 Administrator Confidential Other
 Associate Faculty Mgmt/Supervisor

EMPLOYMENT STATUS:

- Full time Tenured
 Part Time Temporary
 Probationary Substitute

WORK SCHEDULE:

- 9 Months 11 Months
 10 Months 12 Months
 Shift Differential Eligible Other

New Position Title/Assignment & Department	Effective Fr:	To:	Range/Step or Column	Salary/Stipend	Labor Distribution/Budget Code	Load/%

Explanation: _____

XXX-XX-	Dept/Unit & Current Position	Date of Hire
Social Security #		
Last Name	First Name	Middle Initial

Signatures:

- Approved: _____ Date: _____
 Supervisor/Dean (Print and Sign Name)
- Approved: _____ Date: _____
 Division Director/Dean/VP (Print and Sign Name)
- Approved: _____ Admin Svcs: \$ _____ Date: _____
 Fiscal Services (Print and Sign Name) - Needed only for: Recruitment, Academic Stipend, Salary & Funding Change
- Approved: _____ Date: _____
 VP of Human Resources (Print and Sign Name)
- *Approved: _____ Date: _____
 President

HR - Recruitment Only:

Final Action: New Hire Promotion Reassignment Transfer Other _____

Final Approval:		Date: _____
	Vice President	
Final Approval:		Date: _____
	President	

- Acceptance Date _____ Reasonable Accommodations Offered _____ Start Date _____ Salary Placement _____
 Orientation _____ Pre-Employ Physical Appt Date/Time _____ Entered County System Entered in Datatel Electronic Timesheet

Copies Distributed on: _____ **To:** Employee Div. Supervisor Payroll & Benefits Personnel File Budget Office