



# Personnel Action Form - Change of Status

Changes should be effective at the beginning of the pay period; 1<sup>st</sup> or 16<sup>th</sup> of the following month

Today's Date:

Effective Date:

PIDM:

First Name:

Last Name:

MI:

Nature of Action: Select the <b>ONE</b> most appropriate action			
Salary Change	Supervisor Change	Promotion	Reassignment/Transfer
Status Change	Budget Acct. Change	Title Change	Other

Comments:

Change of Status: Only complete what has changed below

	From	To
<b>Position Title:</b>		
<b>Salary:</b>	Annual: Hourly/Monthly Rate of Pay:	Annual: Hourly/Monthly Rate of Pay:
<b>Budget Account #:</b>		
<b>Position #:</b>		
<b>Replaced Whom:</b>		Name: <span style="float: right;">PIDM:</span>
<b>Status:</b> <small>Part time employees may work up to 25 hours per week</small>	<input type="checkbox"/> Administrator <input type="checkbox"/> Contract Administrator <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <span style="margin-left: 100px;"> <input type="checkbox"/> Full Time  <input type="checkbox"/> Part Time         </span>	<input type="checkbox"/> Administrator <input type="checkbox"/> Contract Administrator <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <span style="margin-left: 100px;"> <input type="checkbox"/> Full Time  <input type="checkbox"/> Part Time         </span>
<b>Tenure:</b> <small>(if applicable)</small>	Tenure Promotion Status:	Tenure Promotion Status:
<b>Department:</b>		
<b>Supervisor:</b>	Name: Position #: Position Title:	Name: Position #: Position Title:

**Change is not approved until all authorizing signatures have signed and the employee receives the employment letter**

**Authorizing Signatures:**

Requesting Supervisor/Dean-Signature	Requesting Supervisor/Dean-Printed Name	Date
Division Vice President/Provost/AVP-Signature	Division Vice President/Provost/AVP-Printed Name	Date
Grants Accounting (if applicable)-Signature	Grants Accounting (if applicable)-Printed Name	Date
Human Resources Department-Signature	Human Resources Department-Printed Name	Date
Finance & Admin Services-Signature	Finance & Admin Services-Printed Name	Date