

# PERSONNEL ACTION FORM

UID:

Last Name:

First Name:

## Employment Type

NTT (incl. Emeriti & Adjunct)

Overload (NTT/TT/AP/CS/FA)

This form is intended for use in all Non-Tenure Track, and Overload hiring actions. For NTT appointments and all overloads, departments must submit a [Position and Funding Request](#) along with this form. Departments are required to complete all fields under Appointment Details. Please contact your [Employment Consultant](#) with any questions. All hiring paperwork not received by the deadline provided by your Employment Consultant is not guaranteed timely pay.

### Action/ Reason:

*Hire-New Hire:* Employee's first position at the University (previous positions can include Student, GA, AP, or Civil Service)

*Data Change-Contract Extend:* Renewing non-continuous employees prior to their end date (spring to fall, fall to spring)

*Rehire-Rehire:* Former ISU employee returning after break in employment of a semester or more (this does not include summer) *Pay*

*Rate Change-FTE:* Change in FTE

*Hire-Non Ben. Eligible:* Current ISU Employee with HR-approved second job or overload

*Rehire-Non Ben. Eligible:* Rehire of previously active secondary position or overload

### Appointment Details

Start Date

End Date

Action/Reason

Reports To Position

Department

Employee Class

Position Number

Job Code

FTE (x.xx)

Title

Monthly Rate

Months

Term

Comments (please include classes/supervision details, if known)

### HR Use Only

Empl. Record \_\_\_\_\_ EEOC Info: Search Perm. Waiver Temp. Waiver Expires \_\_\_\_\_

SURS Ind \_\_\_\_\_ Vac/Sick Override \_\_\_\_\_ Grant ( Y / N )

Contract \_\_\_\_\_ Clauses \_\_\_\_\_ Contract Pay ( Y / N ) Notify \_\_\_\_\_

Retro ( Y ) Reason: Dept. HR Grants Salary Planner SURS Work Auth. Other

### Signatures

Supervisor/Chair/Director:

Date

Print Name

Dean/AVP/VP:

Date

Print Name

Primary Pos'n Supv: (OVL Only)

Date

Print Name

VP & Provost: (For OVL over 0.33)

Date

Print Name

Employment Consultant:

Date

Print Name