



## 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