

PERSONNEL ACTION FORM

UID: Last Name: First Name:

Primary Employee Type (check one)

AP NTT (incl. Emeritus & Adjunct) Ten Trk Faculty Overloads

This form is intended for use in all Non-Tenure Track and Tenure Track Faculty hiring actions. For NTT hires, overloads, and re-hires, a **Hiring Request** must be submitted prior to submitting this form. For assistance with all other employment actions, please contact Human Resources at 438-8311. **Required fields are bordered in red.**

Action/ Reason:

- Hire - New Hire* - Employee's first position at the University
- Hire - Add'l Job or Overload* - Current ISU Employee with HR approved second job (includes overload)
- Dta Chg - Contract Extend* - Renewing non-continuous employees prior to their end date
- Rehire - Rehire* - Former ISU Employee returning after being in a terminated status
- Position Change/FTE* - Change in employee and position FTE

GRANT?

<u>Job Data</u>	
Effective (start) Date mm/dd/yy <input type="text"/>	End Date (if applicable) mm/dd/yy <input type="text"/>
Action/Reason <input type="text"/>	Reports To Position # <input type="text"/>
Position # <input type="text"/>	Empl Class <input type="text"/>
Title <input type="text"/>	FTE <small>x.xx</small> <input type="text"/>
Job Code <input type="text"/>	Monthly Comp Rate <input type="text"/>
Department <input type="text"/>	Months <input type="text"/> *Credit Hrs <input type="text"/>
Comments <input type="text"/>	Term <input type="text"/> *Required for NTT Teaching Appointments

HR Office Only	Empl. Record # _____	Update Position (Y / N) _____	Notify (Y / N) If Yes _____
SURS Ind _____	Vac/Sick Override _____	Contract Pay (Y / N) _____	
Contract _____	Clauses _____	Tenure Chg Dt _____	Mandatory Review Dt _____
EEOC Info: Search _____	Waiver _____	If Waiver: Perm _____	Temp _____ Exp. Dt. _____
Retro (Y / N) _____	Reason (circle one):	Dept.	EC Data Entry Grants Form Interp. Salary Planner Work Auth. Other
VP & Provost: _____	Date: _____	Print Name: _____	

Signatures

Supervisor/Chair/Dir: _____ Date: _____ Print Name:

AVP/Dean/VP: _____ Date: _____ Print Name:

Primary Pos'n.Supv. (Overload Only): _____ Date: _____ Print Name:

HR: _____ Date: _____ Print Name: