

PERSONNEL ACTION FORM

UID:

Last Name:

First Name:

Employment Type

AP

FA

NTT (incl. Emeriti and Adjunct)

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

This form is intended for use in all AP, 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.

Action/ Reason:

Hire-New Hire: Employee's first position at the University

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

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			

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
VP & Provost: _____			Date: _____		Print Name: _____		

Signatures

Supervisor/Chair/Director: _____ **Date:** _____ **Print Name**

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

Primary Pos'n Sup. (Overload only): _____ **Date:** _____ **Print Name**

Human Resources: _____ **Date:** _____ **Print Name**