



# HUMAN RESOURCES

## Personnel Action Form Hire/Rehire

*Sample: Hire Coach for working Zips Camps*

**Empl ID or  
SS# if New Hire:** 1234567

**Date Prepared:** 12/1/2009

**Preparer's Initials:** LKM

### PERSONAL DATA

Prefix	First Name	M.I.	Last Name	Suffix
MR.	JOHN	M.	COACH	
Street Address		City		State
1234 ANY STREET		AKRON		OH
				Postal Code
				44325

### JOB DATA

Start Date	End Date (if temp)	Action	Reason	Fac Tenure Elig Date
12/1/2009	12/1/2009	HIRE	1XP- ONE TIME PAY	
Job Req #	Position # (reg)	New or Indicate Previous Incumbent		Job Family
				CONTRACT PROF APS - CP ADMIN
Campus and Department			Temp/Reg	Full Time/ Part Time
AKRON OFFICE OF ATHLETICS			TEMP	PART TIME
				Standard Hours
				10
Primary Title				
ASSISTANT FOOTBALL COACH				
Secondary Title(s)				

### COMPENSATION

	Current information		Current information	Resource Analysis & Budgeting :	
Base Contract Rate	\$1,000.00	Account - %	1-23456 100%	If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:	
Contract Basis	1 X Pay				
Grade					
Bargaining Unit		Stipend Account - %:		Account/Position Number	Amount
Admin stipends: Amount:					
Stipend Basis:					

### EMPLOYMENT DATA

Building/Room	Campus Phone	Campus Zip+4	First Level Supervisor
JAR 123	5432	5201	F. COACH

### COMMENTS OR CONTINGENCIES

ONE TIME PAYMENT FOR WORKING ZIPS FOOTBALL CAMP

Note: For Faculty and Contract Professionals, attach a copy of the JRF, Compliance Part II, signed letter of offer, resume and (if applicable) Search Waiver.

### SIGNATURE APPROVALS

Department Chair/Director	Date	Dean	Date
Vice President/Provost/President	Date	Appointing Authority	Date

### HUMAN RESOURCES USE ONLY

In HR	BOT Date	Proc. By	Prob End	Fair Sh.	To RPBB	Ret Sys	Job Code	SPRC Approval

Budget Funds Available

Controller Funds Available

Date

Date