



HUMAN RESOURCES

Personnel Action Form

Hire/Rehire

Sample: Hire Administrative Stipend Dept Chair

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
DR	JOHN	M	DOE	
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
8/24/2009	5/8/2010	HIRE	ADM- ADMIN STIPEND	
Job Req #	Position # (reg)	New or Indicate Previous Incumbent		Job Function
4321	1234	J. SMITH		FACULTY
Campus and Department			Temp/Reg	Job Family
AKRON GEOLOGY			TEMP	AFR - ADMIN RANKED
			Full Time/ Part Time	Standard Hours
			PART TIME	20
Primary Title				
PROFESSOR, GEOLOGY				
Secondary Title(s)				
DEPARTMENT CHAIR, GEOLOGY				

COMPENSATION

	Current information		Current information	Resource Analysis & Budgeting :
Base Contract Rate	\$55,000.	Account - %	201000-100%	If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:
Contract Basis	9-month			
Grade				
Bargaining Unit		Stipend Account - %:	201000-100%	Account/Position Number
Admin stipends: Amount:	\$5,000.00			Amount
Stipend Basis:	9-month			

EMPLOYMENT DATA

Building/Room	Campus Phone	Campus Zip+4	First Level Supervisor
CRH	7630	4111	LIST SUPERVISOR HERE

COMMENTS OR CONTINGENCIES

ADMINISTRATIVE STIPEND FOR DEPARTMENT CHAIR ASSIGNMENT.
 10% OF STIPEND TO ROLL TO BASE SALARY UPON COMPLETION OF EACH YEAR OF ASSIGNMENT

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 _____