



HUMAN RESOURCES

Personnel Action Form

Hire/Rehire

*Sample: Hire Temp Contract Professional –
Fall Semester*

**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
1/11/2010	12/12/2009	HIRE	TMP- TEMP (END DATE)	
Job Req #	Position # (reg)	New or Indicate Previous Incumbent		Job Family
2848		NEW		CONTRACT PROF IPS - CP INSTRUC
Campus and Department			Temp/Reg	Full Time/ Part Time
AKRON ACADEMIC ACHIEVEMENT PROGRAM			TEMP	FULL TIME
				Standard Hours
				40
Primary Title				
EDUCATIONAL SPECIALIST, EDUCATIONAL TALENT SEARCH				
Secondary Title(s)				

COMPENSATION

	Current information		Current information	Resource Analysis & Budgeting :
Base Contract Rate	\$32,176	Account - %	533206-100%	If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:
Contract Basis	12-month			
Grade	119			
Bargaining Unit		Stipend Account - %:		Account/Position Number
Admin stipends: Amount:				Amount
Stipend Basis:				

EMPLOYMENT DATA

Building/Room	Campus Phone	Campus Zip+4	First Level Supervisor
---------------	--------------	--------------	------------------------

COMMENTS OR CONTINGENCIES

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 _____