



# PERSONNEL ACTION REQUEST

**DO NOT** use this form for STUDENT EMPLOYMENT, ADJUNCT FACULTY or for TEMPORARY ASSIGNMENTS

Please check ALL that applies. If used for recruitment, a Hiring Recommendation will be needed at the time a candidate is selected.

CREATE new position	RECRUIT to fill position	TRANSFER employee
RECLASSIFY position/employee	TERMINATE position/employee	PROMOTE employee
REASSIGN employee	DEMOTE employee	OTHER _____

## STEP 1 - POSITION DETAILS

Position Title \_\_\_\_\_ Classification \_\_\_\_\_ Bargaining Unit \_\_\_\_\_

Position description/classification approved by Human Resources \_\_\_\_\_ Description attached \_\_\_\_\_

Full Time \_\_\_\_\_ ¾ Time \_\_\_\_\_ ½ Time \_\_\_\_\_ ¼ Time \_\_\_\_\_ Other \_\_\_\_\_

Salary \_\_\_\_\_ Work Hours \_\_\_\_\_ Work Days \_\_\_\_\_

## STEP 2 - DEPARTMENT/DIVISION APPROVAL

Requestor \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Dean /Director/Manager \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Area Vice President \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

**For Grant Funded positions: Secure Grant Manager's signature before delivering to the Budget Office**

## STEP 3 - BUDGET / FINANCE APPROVAL

Operating Budget \_\_\_\_\_ Percentage \_\_\_\_\_ Account #: \_\_\_\_\_

Budget Officer's Signature \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Grant Name \_\_\_\_\_ Percentage \_\_\_\_\_ Account #: \_\_\_\_\_

Grant Manager's Signature \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Vice President of Finance \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

**Office of VP of Finance & Administration will forward to the Office of Human Resources**

## STEP 4 - OFFICE OF HUMAN RESOURCES

President \_\_\_\_\_ Date \_\_\_\_\_

Social Equity \_\_\_\_\_ Date \_\_\_\_\_

Control # \_\_\_\_\_

HR \_\_\_\_\_