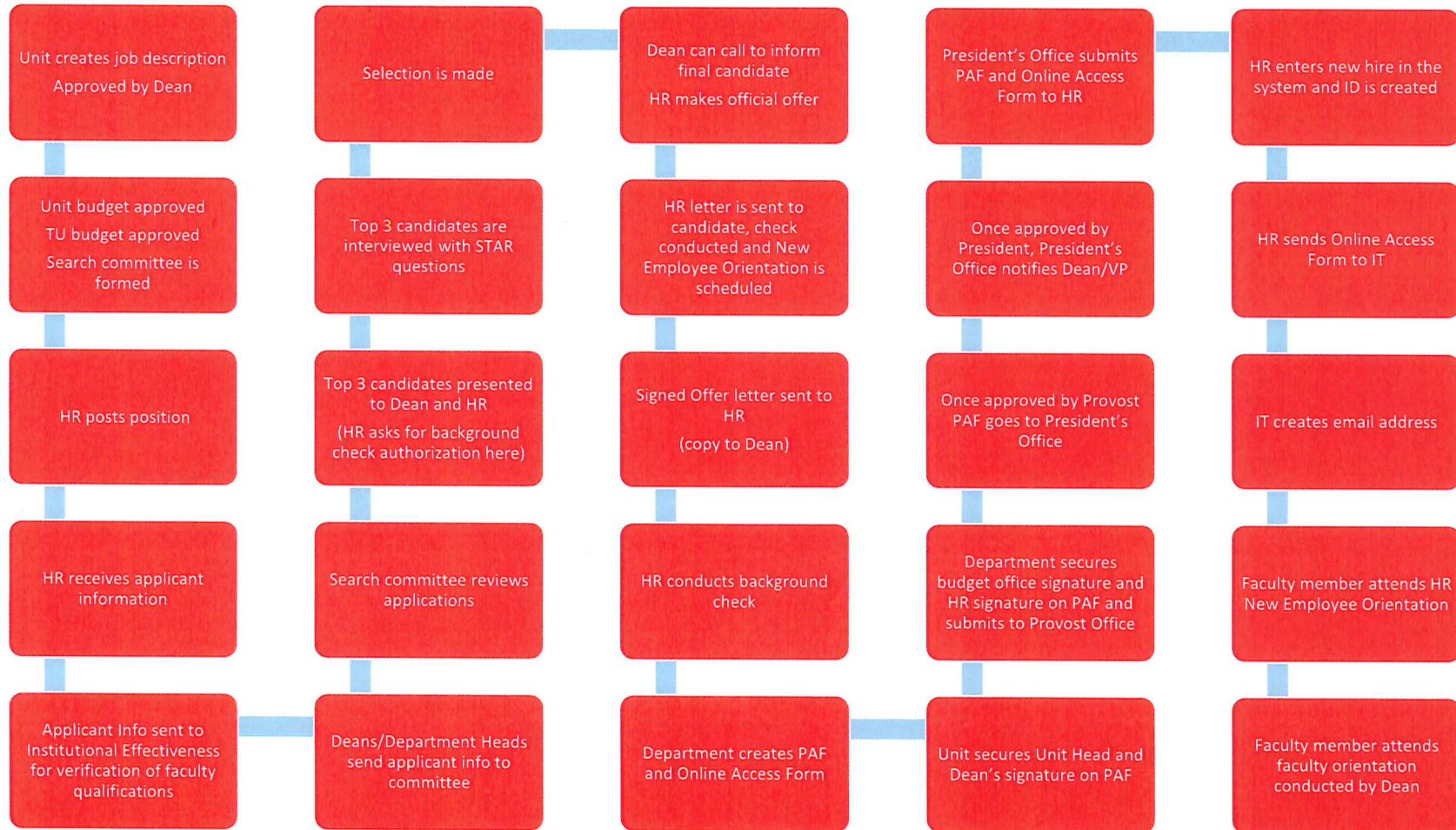


Faculty Hiring Process



TUSKEGEE UNIVERSITY

PERSONNEL ACTION FORM							
DATE:		DEPARTMENT NAME (type in the space below)					
EMPLOYEE ID #: (Do not use SSN)							
PERSONNEL ACTION FOR:	<input type="checkbox"/> FACULTY	<input type="checkbox"/> ADJUNCT FACULTY	<input type="checkbox"/> TENURED <input type="checkbox"/> TENURED TRACK <input type="checkbox"/> NON_TENURE	<input type="checkbox"/> STAFF	<input type="checkbox"/> INTERIM STAFF	<input type="checkbox"/> STUDENT	<i>Failure to include necessary information or justification may delay processing.</i>
EMPLOYEE NAME: Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>	LAST		FIRST		MIDDLE	DATE OF BIRTH	
ACTION: <input type="checkbox"/>	01 – Initial Employment 02 – LOA with Pay 03 – LOA without Pay 04 – Return from LOA 05 – Separation/Termination 06 – Resignation/Retirement		07 – Promotion 08 – Job Reclassify 09 – Demotion 10 – Job Assignment Change 11 – Transfer 12 – Additional Duties/Pay		13 – Renewal 14 – Data Change/Correction 15 – Rehire 16 – GL # Change 17 – Pay Adjustment 18 -- Other		
SUMMER ANNUAL <input type="checkbox"/> <input type="checkbox"/>	Regular <input type="checkbox"/> Temp <input type="checkbox"/>		Full Time <input type="checkbox"/>	<input type="checkbox"/> 37.5 Hours	<input type="checkbox"/> 40 Hours	Exempt <input type="checkbox"/>	
			Part Time <input type="checkbox"/>	Other _____		Non-Exempt <input type="checkbox"/>	
COMMENTS:							
POSITION TITLE:		PAYOUT SCHEDULE (FACULTY): <input type="checkbox"/> 10 MONTHS <input type="checkbox"/> 12 MONTHS					
START DATE:	END DATE:	ANNUAL PAY RATE	SUMMER PAY RATE	PAY CYCLE: <input type="checkbox"/> MONTHLY <input type="checkbox"/> BI-WEEKLY			
GL ACCOUNT NUMBER (& Line No.):	MONTHLY RATE:	HOURLY RATE:	PERCENT:	START DATE:	END DATE:		
1							
2							
3							
4							
5							
6							
APPROVALS:							
1. Department Head/Director		Date	3. Grant Manager (Grants Only)			Date	
2. Dean/Vice President		Date	4. Provost (for Faculty Only)			Date	
3. Budget Office		Date	5. Office of Human Resources			Date	
3. Financial Aid (Work-Study Only)		Date	6. President			Date	

NOTE: Please obtain approvals in the order noted, as applicable. The approval process stops if the personnel action request is not approved by the Budget Officer prior to submission to the Office of Human Resources.