

TUSKEGEE UNIVERSITY

PERSONNEL ACTION FORM									
DATE:	DEPARTMENT NAME (type in the space below)								
EMPLOYEE ID #: <small>(Do not use SSN)</small>									
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	<small>Failure to include necessary information or justification may delay processing.</small>
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		07 – Promotion			13 – Renewal			
	02 – LOA with Pay		08 – Job Reclassify			14 – Data Change/Correction			
	03 – LOA without Pay		09 – Demotion			15 – Rehire			
	04 – Return from LOA		10 – Job Assignment Change			16 – GL # Change			
SUMMER ANNUAL <input type="checkbox"/> <input type="checkbox"/>	05 – Separation/Termination		11 – Transfer			17 – Pay Adjustment			
	06 – Resignation/Retirement		12 – Additional Duties/Pay			18 -- Other			
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"/>		<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					3. Grant Manager (Grants Only)				
Date					Date				
2. Dean/Vice President					4. Provost (for Faculty Only)				
Date					Date				
3. Budget Office					5. Office of Human Resources				
Date					Date				
3. Financial Aid (Work-Study Only)					6. President				
Date					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.

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