



HUMAN RESOURCES ACTION FORM

(Faculty, Staff, Temporary, Part-time Faculty, Non-paid Affiliates, Students or Casual Laborer)

Today's Date HRAF must be submitted and approved before the effective Date	EMPLOYEE'S NAME: RAM ID# [900-] <hr/> Last Name First Name Middle Initial
Effective Date of Action: End Date of Action:	INDIVIDUAL BEING REPLACED: (Complete if the position has been vacated by the person below.) <hr/> Last Name First Name Middle Initial

REQUESTED ACTION → <i>Please Select</i>	New Hire <input type="checkbox"/>	Pay Change Documentation Required <input type="checkbox"/>	Promotion Documentation Required <input type="checkbox"/>	Title Change <input type="checkbox"/>	Account Number Change <input type="checkbox"/>	Account Number Change <input type="checkbox"/>	Added Pay Documentation Required <input type="checkbox"/>
	Student Hire <input type="checkbox"/>	Full-time to Part-time <input type="checkbox"/>	Part-time to Full-time <input type="checkbox"/>	Temporary to Part-time <input type="checkbox"/>	Temporary to Full-time <input type="checkbox"/>	Rehired Retiree Documentation Required <input type="checkbox"/>	

EMPLOYMENT STATUS → <i>HR / Budget use only</i>	Faculty 10-month (22F) <input type="checkbox"/>	Faculty 12-month (22Y) <input type="checkbox"/>	10 Month Non-Exempt (22J) <input type="checkbox"/>	Faculty Hourly (22H) <input type="checkbox"/>	Limited-Term Faculty (22F) 2-year Appointment <input type="checkbox"/>	Staff BW (22H) <input type="checkbox"/>	Staff 12=month Salaried (22A) <input type="checkbox"/>	Staff 10-month Salaried (22X) <input type="checkbox"/>
	Casual Laborer (22C) <input type="checkbox"/>	Temporary Salaried (22L) <input type="checkbox"/>	Regular Employee (22C) <input type="checkbox"/>	Non-Paid Affiliate (22N) <input type="checkbox"/>	Student Assistant (22T) <input type="checkbox"/>	Federal Work-Study (22W) <input type="checkbox"/>	Grad Assistant (22G) <input type="checkbox"/>	Part-time 19 hours or <less (22P) <input type="checkbox"/>

Required Data From Department	Current Data	New Data
Account Number #1 Fund-Department-Program-Class-Project		
Account Number #2 Fund-Department-Program-Class-Project		
Salary Amount or Change →	\$	\$
Position Title:		
Position Number: <i>(Obtain from Department Budget Report)</i>		
BCAT / Job Code <i>(Obtain from Human Resources)</i>		
Department Name:		
Reports To (Supervisor)		
Time Off Approver: <i>Person Approving Timecard Each Pay-period</i>		

REQUIRED SIGNATURES – First, secure all necessary signatures then route to Budgets Office for funding approval
The Budgets Office will send an approved copy to HR to process following review/approval.

Department Head Dean

Budgets

Vice President/Provost

Human Resources

Signature – Title III (if applicable)

HR Action Form. version.2
(Please allow 7 – 10 business days for processing)

HR Routing Check-Off Form

Employee's Name	Position	Check if Applicable	Effective Date
a. Is the employee being hired as a full-time regular? Critical Hiring form and supporting documentation attached.		<input type="checkbox"/> <input type="checkbox"/>	_____ _____
b. Is this a salary change (if so, when) Critical Hiring form and salary justification memo attached.		<input type="checkbox"/> <input type="checkbox"/>	_____ _____
c. Is this a full-time faculty position for hire? Critical Hiring form and supporting documentation attached.		<input type="checkbox"/> <input type="checkbox"/>	_____ _____
d. Is this an added payment to the current salary? Critical Hiring form and salary justification memo attached.		<input type="checkbox"/> <input type="checkbox"/>	_____ _____
e. Is this a promotion or position change? Critical Hiring form and supporting documentation attached.		<input type="checkbox"/> <input type="checkbox"/>	_____ _____
f. Is this a part-time temporary position for hire? <u>Not required to go to Critical Hiring Committee</u>		<input type="checkbox"/>	_____ _____
g. Is this a position change and no salary adjustment? <u>Not required to go to Critical Hiring Committee</u>		<input type="checkbox"/>	_____ _____
h. Is this a Graduate or Student Assistant position? <u>Not required to go to Critical Hiring Committee</u>		<input type="checkbox"/>	_____ _____

Requires Signature of Department Head/Dean, VP/Provost, and Title III (if applicable. Will be noted on HR Action Form), **Budgets, Human Resources**

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NOTE: HR Action forms that should be sent to the Critical Hiring Committee will need to be placed in a folder with supporting documentation before providing to the HR Director. If supporting documentation is missing, scan and return to the department requesting additional supporting documentation. The HR Action forms for the Critical Hiring Committee must be reviewed for approval before updating data in OneUSG.

