

## HUMAN RESOURCES ACTION FORM

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

<b>Today's Date</b>  <b>HRAF must be submitted and approved before the effective Date</b>		<b>EMPLOYEE'S NAME:</b> <span style="float: right;">RAM ID# [ 900- ]</span> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Last Name</span> <span>First Name</span> <span>Middle Initial</span> </div>						
<b>Effective Date of Action:</b>  <b>End Date of Action:</b>		<b>INDIVIDUAL BEING REPLACED: (Complete if the position has been vacated by the person below.)</b> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Last Name</span> <span>First Name</span> <span>Middle Initial</span> </div>						
<b>REQUESTED ACTION →</b>  <i>Please Select</i>	<b>New Hire</b>	Pay Change Documentation Required	Promotion Documentation Required	Title Change	Account Number Change	Account Number Change	Added Pay Documentation Required	
	<b>Student Hire</b>	Full-time to Part-time	Part-time to Full-time	Temporary to Part-time	Temporary to Full-time	Rehired Retiree Documentation Required	Reports to / Time off Approver Change	
<b>EMPLOYMENT STATUS→</b>  <i>HR / Budget use only</i>	Faculty 10-month (22F)	Faculty 12-month (22Y)	10 Month Non-Exempt (22J)	Full-Time Hourly (22H)	Limited-Term Faculty (22F) 2-year Appointment	Staff BW (22H)	Staff 12-month Salaried (22A)	Staff 10-month Salaried (22X)
	Temporary Employee (22C)	Temporary Salaried (22L)	Regular Employee (22C)	Non-Paid Affiliate (22N)	Student Assistant (22T)	Federal Work- Study (22W)	Grad Assistant (22G)	Faculty 19 hours or <less (22P)
<b>Required Data From Department</b>			<b>Current Data</b>			<b>New Data</b>		
Account Number #1 Fund-Department-Program-Class-Project								
Account Number #2 Fund-Department-Program-Class-Project								
Salary Amount or Change →			\$			\$		
Position Title:								
Position Number:								
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>								
<b>REQUIRED SIGNATURES – First, secure all necessary signatures then route to Budgets Office for funding approval</b> <b style="color: red;">The Budgets Office will send an approved copy to HR to process following review/approval.</b>								
<b>Department Head / Dean</b>				Budgets				
<b>Vice President/Provost</b>				Human Resources				
<b>Signature – Title III (if applicable) or</b> <b>-- Office of Research and Sponsored Programs (OSORP)</b>								