

## 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>							
		Last Name		First Name			Middle Initial		
<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>							
		Last Name		First Name			Middle Initial		
<b>REQUESTED ACTION →</b>  <i>Please Select</i>	New Hire	Pay Change Documentation Required		Promotion Documentation Required		Title Change		Account Number Change	
	Student Hire	Full-time to Part-time		Part-time to Full-time		Temporary to Part-time		Temporary to Full-time	
<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) <span style="color: red;">2-year Appointment</span>		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)
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:									
BCAT / Job Code (Obtain from Human Resources)									
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> <span style="color: red;">The Budgets Office will send an approved copy to HR to process following review/approval.</span>									
<b>Department Head / Dean</b>				<b>Budgets</b>					
<b>Vice President/Provost</b>				<b>Human Resources</b>					
<b>Signature – Title III (if applicable) or</b> <span style="color: red;">-- Office of Research and Sponsored Programs (OSRP)</span>									
<i>HR Action Form. version.2</i> <b>(Please allow 30 days for processing)</b>									