

PERSONNEL ACTION FORM

(New Hire/Rehire/Status Change/Transfer)
Rev 2022

NSU ID Employee Name Telephone
 Center Department
 Campus / Building
 Hourly (SharkTime) Salaried Faculty Temporary (SharkTime)

PROPOSED ACTION (Please note that all benefit elections must be made within 31 days of the Hire Date)

New Hire Promotion Transfer
 Rehire (Within 90 Days) Job Reclassification Org/Account Distribution Change
 Temp. to Regular Pay Rate Change Scheduled Hours Change
 Other

POSITION INFORMATION

Hourly or Temporary Employees			Salaried Employees		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Effective Date	Position Number	Hourly Rate (Kronos)	Effective Date	Position Number	Annual Salary
Title <input type="text"/>			Title <input type="text"/>		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Weekly Hours: <input type="checkbox"/> 37.5 Hours <input type="checkbox"/> Other <input type="text"/> Term: <input type="checkbox"/> 12 Months <input type="checkbox"/> Other <input type="text"/>			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Weekly Hours: <input type="checkbox"/> 37.5 Hours <input type="checkbox"/> Other <input type="text"/> Term: <input type="checkbox"/> 12 Months <input type="checkbox"/> Other <input type="text"/>		
Immediate Supervisor	NSU ID <input type="text"/>	Position No <input type="text"/>	Immediate Supervisor	NSU ID <input type="text"/>	Position No <input type="text"/>
Comments: <input type="text"/>			Comments: <input type="text"/>		

ACCOUNT DISTRIBUTION / REALLOCATION

<input type="text"/>	<input type="text"/>	%	<input type="text"/>	<input type="text"/>	%	<input type="text"/>	<input type="text"/>	%	<input type="text"/>	<input type="text"/>	%
1st Org-Account #			2nd Org-Account #			3rd Org-Account #			4th Org-Account #		
<input type="text"/>	<input type="text"/>	%	<input type="text"/>	<input type="text"/>	%	<input type="text"/>	<input type="text"/>	%	<input type="text"/>	<input type="text"/>	%
5th Org-Account #			6th Org-Account #			7th Org-Account #			8th Org-Account #		

Authorized Signature(s) Date Contact Person (Please Print) Telephone Date

HR USE ONLY Not Benefit Eligible Change Reason Code:
 Salary Grade / Level: Orientation for job duties only
 Comments

 Human Resources Representative Date

Shared Services/PR: