

# PERSONNEL ACTION FORM

(New Hire/Rehire/Status Change/Transfer)

Rev 2017-04

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
- ☐ Reinstatement Benefits Retroactive to termination date
☐ Pay Rate Change
☐ Scheduled Hours Change
- ☐ Reinstatement Benefits effective on re-hire date
☐ Other
- ☐ Temp. to Regular

## 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                                 |                             |                                  | Type: <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"/> |                             |                                  | 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"/>          |                             |                                  | 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 #    |                      |   |

|                         |                      |                               |                      |                      |
|-------------------------|----------------------|-------------------------------|----------------------|----------------------|
| <input type="text"/>    | <input type="text"/> | <input type="text"/>          | <input type="text"/> | <input type="text"/> |
| Authorized Signature(s) | Date                 | Contact Person (Please Print) | Telephone            | Date                 |

|   |   |  |                     |
|---|---|--|---------------------|
| <b>HR USE</b><br>ONLY:<br>Salary Grade / Level: <input type="text"/>          | <input type="checkbox"/> Not Benefit Eligible<br><input type="checkbox"/> Orientation for job duties only | Change Reason Code: <input type="text"/> | Shared Services/PR: |
| Comments: <input type="text"/>  |   |  |                     |
| Human Resources Representative <input type="text"/> Date <input type="text"/> |   |  |                     |