

PERSONNEL ACTION FORM

UID:
Last Name:
First Name:

Employment Type

NTT (incl. Emeriti & Adjunct)
Overload (NTT/TT/AP/CS/FA)

This form is intended for use in all Non-Tenure Track, and Overload hiring actions. For NTT appointments and all overloads, departments must submit a **Position and Funding Request** along with this form. Departments are required to complete all fields under Appointment Details. Please contact your **Employment Consultant** with any questions. All hiring paperwork not received by the deadline provided by your Employment Consultant is not guaranteed timely pay.

Action/ Reason:
Hire-New Hire: Employee's first position at the University (previous positions can include Student, GA, AP, or Civil Service)

Data Change-Contract Extend: Renewing non-continuous employees prior to their end date (spring to fall, fall to spring)

Rehire-Rehire: Former ISU employee returning after break in employment of a semester or more (this does not include summer)

Pay Rate Change-FTE: Change in FTE

Hire-Non Ben. Eligible: Current ISU Employee with HR-approved second job or overload

Rehire-Non Ben. Eligible: Rehire of previously active secondary position or overload

Appointment Details

Start Date
End Date
Action/Reason
Reports To Position
Department
Employee Class
Position Number
Job Code
FTE (x.xx)
Title
Monthly Rate
Months
Term
Comments (please include classes/supervision details, if known)

HR Use Only

Empl. Record _____ **EEOC Info:** **Search** **Perm. Waiver** **Temp. Waiver** **Expires** _____

SURS Ind _____ **Vac/Sick Override** _____ **Grant (Y / N)**
Contract _____ **Clauses** _____ **Contract Pay (Y / N)** **Notify** _____

Retro (Y) **Reason:** **Dept.** **HR** **Grants** **Salary Planner** **SURS** **Work Auth.** **Other**

Signatures

Supervisor/Chair/Director:

Date

Print Name

Dean/AVP/VP:

Date

Print Name

Primary Pos'n Supv: (OVL Only)

Date

Print Name

VP & Provost: (For OVL over 0.5)

Date

Print Name

Employment Consultant:

Date

Print Name