

# PERSONNEL ACTION FORM

**UID:**
**Last Name:**
**First Name:**

### Employment Type

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

This form is intended for use in all AP, 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.

**Action/ Reason:**
*Hire-New Hire:* Employee's first position at the University

*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

*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**
**Comments**
**Months**
**Term**

### 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**
**VP & Provost:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

### Signatures

**Supervisor/Chair/Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Print Name**
**Dean/AVP/VP:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Print Name**
**Primary Pos'n Sup. (Overload only):** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Print Name**
**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Print Name**