

NAME	EID
LAST	FIRST
	M.I. (Employee ID)

START DATE:	END DATE:
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TYPE OF ACTION	FROM	TO
<input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE LAST MO/YR. WORKED _____	DEPARTMENT	DEPARTMENT
<input type="checkbox"/> TERMINATION <input type="checkbox"/> RESIGNATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> DISMISSAL <input type="checkbox"/> LAYOFF <input type="checkbox"/> DEATH <input type="checkbox"/> RELEASE DURING PROBATION	CLASSIFICATION	CLASSIFICATION
<input type="checkbox"/> CHANGE OF STATUS <input type="checkbox"/> CHANGE OF HRS/MOS <input type="checkbox"/> MANUAL STEP MOVEMENT <input type="checkbox"/> TEMPORARY _____ INCREASE/ _____ DECREASE <input type="checkbox"/> TRANSFER <input type="checkbox"/> PROMOTION <input type="checkbox"/> DEMOTION <input type="checkbox"/> LEAVE OF ABSENCE TYPE OF LEAVE _____	GRADE/RANGE _____ STEP _____ LONGEVITY _____ SHIFT DIFFERENTIAL _____ BILINGUAL STIPEND _____ OTHER _____ OTHER _____ BUDGET CODE : _____ % _____ % _____ % DEPARTMENT/MANAGER FOR BUDGET OR PROGRAM CHARGED: _____	GRADE/RANGE _____ STEP _____ LONGEVITY _____ SHIFT DIFFERENTIAL _____ BILINGUAL STIPEND _____ OTHER _____ OTHER _____ BUDGET CODE : _____ % _____ % _____ % DEPARTMENT/MANAGER FOR BUDGET OR PROGRAM CHARGED: _____
<input type="checkbox"/> LONGEVITY <input type="checkbox"/> SHIFT DIFFERENTIAL <input type="checkbox"/> BUDGET CODE CHANGE	PERCENT WORKED _____ % PAY RATE \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> MO SALARY SCHEDULE: _____ HRS/WK _____ HRS/DAY _____ MONTHS _____ HOURS OF WORK _____	PERCENT WORKED _____ % PAY RATE \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> MO SALARY SCHEDULE: _____ HRS/WK _____ HRS/DAY _____ MONTHS _____ HOURS OF WORK _____

FOR HR USE ONLY		
	PROBATIONARY PERIOD - EXPIRES:	STEP INCREASE DUE:

REMARKS:

PAF ORIGINATOR:	PAYROLL DATE:
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Approvals - PLEASE DO NOT SIGN IN BLACK INK

DEPARTMENT CHAIR/SUPERVISOR	DATE	VICE PRESIDENT	DATE
DEAN/DIRECTOR	DATE	PRESIDENT	DATE
DEAN	DATE	BUDGET	DATE
VICE PRESIDENT	DATE	HUMAN RESOURCES	DATE