

**Personnel Action - Academic**

Current Date

Effective Date

<input type="checkbox"/>	Ms.	<input type="checkbox"/>	Mrs.	Last <input type="text"/>	First <input type="text"/>	M. Initial <input type="text"/>	M00# <input type="text"/>	SS# <input type="text"/>	
<input type="checkbox"/>	Mr.	<input type="checkbox"/>	Miss	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone <input type="text"/>		Address <input type="text"/>				City <input type="text"/>		State <input type="text"/>	Zip <input type="text"/>

**MARK BOX APPROPRIATE TO ACTION**

EMPLOYMENT (Complete "to" column)

New Hire

Return form leave

Re-Hire      Last mo/yr worked

Male     Female

Birth Date

FRINGE BENEFITS

Health %        Life %

Vision %        Disability %

Dental %

RETIREMENT

STRS (Eligibility: 60 hours/month or more)

PERS (Eligibility: One month at FT or one year at 50% or more, or prior member)

LEAVE OF ABSENCE (Complete "from" and "to" columns, and give reason under "Remarks")

ETHNIC BACKGROUND

Chinese     Filipino     Asian Indian     Japanese

Korean       Cambodian     Vietnamese

Other Asian     Black or African American

Mexican, Mexican-American     Central American

South American     Other Hispanic

American Indian/Alaskan Native     Guamanian

Hawaiian     Samoan     Other Pacific Islander     White

CITIZENSHIP

A citizen of the United States

A noncitizen national of the United States

A lawful permanent resident (with alien #)

An alien authorized to work (with expiration date)

OTHER (Explain in "Remarks")

FROM SCHEDULE	TO SCHEDULE
<input type="checkbox"/> Administrative	<input type="checkbox"/> Administrative
<input type="checkbox"/> Full-Time Academic	<input type="checkbox"/> Full-Time Academic
<input type="checkbox"/> Part-Time Academic Credit	<input type="checkbox"/> Part-Time Academic Credit
<input type="checkbox"/> Part-Time Academic Noncredit	<input type="checkbox"/> Part-Time Academic Noncredit
<input type="checkbox"/> Academic Credit	<input type="checkbox"/> Academic Credit
<input type="checkbox"/> Academic Substitute	<input type="checkbox"/> Academic Substitute
<input type="checkbox"/> Sabbatical	<input type="checkbox"/> Sabbatical
<input type="checkbox"/> Other (please specify below)	<input type="checkbox"/> Other (please specify below)
<input type="text"/>	<input type="text"/>
CLASSIFICATION	CLASSIFICATION
<input type="checkbox"/> Administrator	<input type="checkbox"/> Administrator
<input type="checkbox"/> Instructor	<input type="checkbox"/> Instructor
<input type="checkbox"/> Librarian	<input type="checkbox"/> Librarian
<input type="checkbox"/> Counselor	<input type="checkbox"/> Counselor
<input type="checkbox"/> Other (please specify below)	<input type="checkbox"/> Other (please specify below)
<input type="text"/>	<input type="text"/>
SALARY	SALARY
Column/Level <input type="text"/> Step <input type="text"/>	Column/Level <input type="text"/> Step <input type="text"/>
Amount <input type="text"/>	Amount <input type="text"/>
<input type="checkbox"/> Year <input type="checkbox"/> Month <input type="checkbox"/> Hour	<input type="checkbox"/> Year <input type="checkbox"/> Month <input type="checkbox"/> Hour
FOAP <input type="text"/>	FOAP <input type="text"/>

<b>REMARKS</b>	
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The provisions of this form do not constitute an express or implied contract and any provisions contained herein may be modified or revoked without notice.

**Signatures**

Employee <input type="text"/>	Date <input type="text"/>	Human Resources <input type="text"/>	Date <input type="text"/>
Supervisor/Manager <input type="text"/>	Date <input type="text"/>	Fiscal Services <input type="text"/>	Date <input type="text"/>
Financial Aid (If APP) <input type="text"/>	Date <input type="text"/>	Payroll <input type="text"/>	Date <input type="text"/>