08/10/06

RICE UNIVERSITY
PERSONNEL ACTION FORM

Date _____

EMPLOYMENT: ☐ New Hire ☐ Transfer ☐ Rehire ☒ Reappointment ☐ Reclassification

CHANGE IN: ☐ Rate of Pay ☐ Scheduled Hours ☐ Title ☐ Grade ☐ Other _____

OTHER: ☐ One-time Payment ☐ Return from Leave of Absence ☐ Other _____

PAY METHOD: ☐ Full Time ☐ Part Time / ☐ Semi-monthly ☐ Bi-weekly (timesheets) ☒ Unpaid

EMPLOYMENT INFORMATION

Employee ID Number E00000001

Name Doe (Last) Jane (First) (Middle)

Campus Location: **Room** 123 **Building** Duncan Hall **Phone** X1234

☐ **Regular** ☐ **Eligible for Shift Differential** ☐ **Casual/On-call** ☐ **Temporary** **until** _____

Hrs/Wk _____ **Wks/Yr** _____ **Months/Yr** _____ **Hrs/Yr** _____ **FTE** 0

Title/Rank Adjunct Assistant Professor **Position No.** J73900

Home Org. 739000 **Name** Computer Science

Mail Org. 739000 **Name** Computer Science

Effective Date 07-01-2011 **End Date** 06-30-2012

New Rate of Pay 0 **Per** _____ **Previous Rate of Pay** _____ **Per** _____

CHARGE TO:

Fund	Organization	Account	Program	%

(If more, attach additional page)

Comments (Include Budget Change Information)

Adjunct reappointment for Jane Doe to continue working with the Computer Science Dept.

DO NOT FILL IN SHADED AREAS

Employee Class	Benefits Category	Pay Frequency	Current Hire Date	Pay Factor
Seniority Date	**Job Date**	**Benefits Elig. Date**	**Original Hire Date**	**Number of Pays**
Earn Code	**Change Reason**	**Adj. Service Date**	**Primary Assignments** ☐ Yes ☐ No	

APPROVALS:

_____ _____ DD-MON-YR Supervisor/Principal Investigator

_____ _____ DD-MON-YR Department Chair/Director

_____ _____ DD-MON-YR Dean/Vice President

_____ _____ DD-MON-YR President/Provost

_____ _____ DD-MON-YR Human Resources

Forward original to Human Resources. If desired, make a copy for your records.