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** 1034 **Building** Alice Pratt Brown Hall **Phone** X1234

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

Hrs/Wk 30 **Wks/Yr** 52 **Months/Yr** 12 **Hrs/Yr** 1560 **FTE** .75

Title/Rank Night Manager **Position No.** 210500

Home Org. 227000 **Name** The Shepherd School of Music

Mail Org. 227000 **Name** The Shepherd School of Music

Effective Date 07-01-2010 **End Date** _____

New Rate of Pay 15.00 **Per** hour **Previous Rate of Pay** _____ **Per** _____

CHARGE TO:

Fund	Organization	Account	Program	%
A1	227000	60670		100

(If more, attach additional page)

Comments (Include Budget Change Information)

Jane is requesting to lower her FTE for education purposes.

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.