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 _____

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

Campus Location: **Room** 2600 **Building** MHMP **Phone** X2514

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

Hrs/Wk 40 **Wks/Yr** 52 **Months/Yr** 12 **Hrs/Yr** 2080 **FTE** 1.0

Title/Rank Staff Assistant **Position No.** 123456

Home Org. 659020 **Name** Human Resources

Mail Org. 659020 **Name** Human Resources

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

New Rate of Pay 12.00 **Per** hour **Previous Rate of Pay** _____ **Per** _____

CHARGE TO:

Fund	Organization	Account	Program	%
A1	659020	60650		100

(If more, attach additional page)

Comments (Include Budget Change Information)

Staff new hires must go through RICEWorks.
To avoid a delay in processing, ensure all information shown above is completed, appropriate signatures have been obtained and make a copy for your records prior to sending to HR.

Complete this form for a new hire exempt checking the "semi monthly box" at the top of the page and show the rate of pay as an annual amount.

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.