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** 106 **Building** Herring 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 Professor **Position No.** G73900

Home Org. 739000 **Name** Computer Science

Mail Org. 739000 **Name** Computer Science

Effective Date 07-01-2012 **End Date** 07-15-2012

New Rate of Pay 500.00 **Per** one time pay **Previous Rate of Pay** _____ **Per** _____

CHARGE TO:

Fund	Organization	Account	Program	%
A1	363000	60950		100

(If more, attach additional page)

Comments (Include Budget Change Information)

One time payments must be completed for a payment to an employee for services rendered or a one time payment for a special project. A brief description should be included as to the reason a one time payment is being given. Effective and end dates must fall within a pay period for the pay method (i.e. semi-monthly or bi-weekly).

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.