

RICE UNIVERSITY PERSONNEL ACTION FORM

Date 11/7/2011

EMPLOYMENT: New Hire Transfer Rehire Reappointment Reclassification
CHANGE IN: Rate of Pay Scheduled Hours Title Grade Other Interim appointment
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 John
 Last 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 40 **Wks/Yr** 52 **Months/Yr** 12 **Hrs/Yr** 2080 **FTE** 1

Title/Rank Interim Director **Position No.** 234567

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

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

Effective Date 11-16-2011 **End Date** 2-15-2012

New Rate of Pay \$65,000 **Per year** **Previous Rate of Pay** \$59,000 **Per year**

Fund	Organization	Account	Program	%
<u>A1</u>	<u>227000</u>	<u>60440</u>		<u>100</u>

(If more, attach additional page)

Comments (Include Budget Change Information)

Serving as Interim Director during transition to hire new Director. John will return to his position as Assistant Director when new Director is hired.

Individual will not change position number.

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 <input type="checkbox"/> Yes <input type="checkbox"/> No	

APPROVALS:

		DD-MON-YR	Dean/Vice President
DD-MON-YR	Supervisor/Principal Investigator	DD-MON-YR	President/Provost
DD-MON-YR	Department Chair/Director	DD-MON-YR	Human Resources