

RICE UNIVERSITY PERSONNEL ACTION FORM

Date 11/1/2011

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 Department Coordinator **Position No.** 234567
Home Org. 227000 **Name** The Shepherd School of Music
Mail Org. 227000 **Name** The Shepherd School of Music

Effective Date 11-6-2011 **End Date** 2-15-2012

New Rate of Pay \$19.00 **Per hour** **Previous Rate of Pay** \$15.00 **Per hour**

CHARGE TO:

Fund	Organization	Account	Program	%
<u>A1</u>	<u>227000</u>	<u>60650</u>		<u>100</u>

(If more, attach additional page)

Comments (Include Budget Change Information)

Serving as Interim Department Coordinator during transition to hire new Department Coordinator. John will return to his position as Office Assistant when new Department Coordinator 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 <u>Supervisor/Principal Investigator</u>	DD-MON-YR <u>Dean/Vice President</u>	DD-MON-YR <u>President/Provost</u>	DD-MON-YR <u>Human Resources</u>
DD-MON-YR <u>Department Chair/Director</u>			

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