08/10/06

RICE UNIVERSITY
PERSONNEL ACTION FORM

Date Aug 26, 2013

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 secondary position

PAY METHOD: ☐ Full Time ☒ Part Time / ☐ Semi-monthly ☒ Bi-weekly (timesheets) ☐ Unpaid

EMPLOYMENT INFORMATION

Employee ID Number E00000001

Name Owl (Last) Sammy (First) (Middle)

Campus Location: **Room** 204 **Building** Space Science & Tech **Phone** X1234

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

Hrs/Wk 10 **Wks/Yr** 8 **Months/Yr** 2 **Hrs/Yr** 120 **FTE** .04

Title/Rank Temporary Shelver **Position No.** U23400

Home Org. 416000 **Name** Chemistry

Mail Org. 416000 **Name** Chemistry

Effective Date 09-01-2013 **End Date** 11-01-2013

New Rate of Pay 10.00 **Per** hour **Previous Rate of Pay** **Per**

CHARGE TO:

Fund	Organization	Account	Program	%
A1	234000	60780		100

(If more, attach additional page)

Comments (Include Budget Change Information)

Second position for Sammy Owl as a Temporary Shelver in the Fondren Library from 9/1/2013 - 11/1/2013. Secondary pay agreement attached.

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.