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** 260 **Building** Duncan Hall **Phone** X1234

☐ **Regular** ☐ **Eligible for Shift Differential** ☐ **Casual/On-call** ☒ **Temporary** **until** 12/31/2010

Hrs/Wk 40 **Wks/Yr** _____ **Months/Yr** _____ **Hrs/Yr** _____ **FTE** 1.0

Title/Rank Temporary Staff Assistant **Position No.** U73900

Home Org. 739000 **Name** Computer Science

Mail Org. 739000 **Name** Computer Science

Effective Date 07-01-2010 **End Date** 12-31-2010

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

CHARGE TO:

Fund	Organization	Account	Program	%
A1	739000	60780		100

(If more, attach additional page)

Comments (Include Budget Change Information)

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.

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.