



HUMAN RESOURCES
 Personnel Action Form
Change/Leave/Reappointment
*Sample: Faculty Dept Chair Stipend Conversion to
 Base Salary – Year 2*

Empl ID:	6789
Date Prepared:	6/29/2016
Preparer's Name:	KS

PERSONAL DATA

Prefix	First Name	MI	Last Name	Suffix
DR	JANE	E	DOE	

JOB DATA

Previous Incumbent	Action 1 PRC- Pay Rate Change	Reason 1 STB Stipend to Base	Action 2 (if applicable) PRC - Pay Rate Change	Reason 2 (if applicable) ADM AdminStip
	Current	New	Current	New
Effective Date		7/1/2017	Job Function	FAC Faculty
End Date		6/30/2018	Job Family	TEF - TEACHING FAC
Fac Ten Elig Dt			Temp or Reg	REGULAR
Job Req #			FT or PT	FT Full Time
Position # (reg)	2356		Standard Hrs	40
	Current	New		
Campus/Dept	AKRON BIOLOGY			
Primary Title	PROFESSOR, BIOLOGY			
Secondary Title(s)	DEPARTMENT CHAIR, BIOLOGY			

COMPENSATION

	Current	New		Current	New
Base Contract Rate	\$101,000	\$102,000	Account - %	201105 - 100%	
Contract Basis	12-month	12-month			
Grade					
Bargaining Unit					
Admin stipends Amount:	\$9,000	\$8,000	Stipend Account - %:	201105 - 100%	
Stipend Basis:	12-month	12-month			

EMPLOYMENT DATA

	Current	New		Current	New
Building/Room	CAS 185		Campus Phone	7115	
Campus Zip +4	+3701		First Level Supervisor	SUPERVISOR	

COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE

YEAR TWO
 CONVERSION OF 10% OF DEPT CHAIR STIPEND TO BASE SALARY - 10% = \$1,000
 BASED ON ORIGINAL STIPEND OF \$10,000

ADDITIONAL FUNDING SOURCE(S) – other than or in addition to the originally approved budget

If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:	Account/Position #	Amount

SIGNATURE APPROVALS

Department Chair/Director	Date	Dean	Date
Vice President/Provost/President	Date	Appointing Authority	Date

HUMAN RESOURCES USE ONLY

In/Out HR	BOT Date	Proc. By	New Job Req	Job Code	To RPBB	Ret Sys	Fair Share	Prob End	SPRC Approval

Budget Funds Available

Controller Funds Available

_____ Date _____