



HUMAN RESOURCES
 Personnel Action Form
Change/Leave/Reappointment
Sample: Pay Rate Change & Earnings Distribution

Empl ID:	6789
Date Prepared:	5/16/2017
Preparer's Name:	JAC

PERSONAL DATA

Prefix	First Name	MI	Last Name	Suffix
MRS	JANE	E	DOE	

JOB DATA

Previous Incumbent	Action 1 PRC- Pay Rate Change	Reason 1 OTH Other	Action 2 (if applicable) ERN DIST- Acct Chg	Reason 2 (if applicable) OTH Other
	Current	New	Current	New
Effective Date		3/21/2016	Job Function	STA Staff
End Date		5/8/2017	Job Family	UNC - UNCLASSIFIED
Fac Ten Elig Dt			Temp or Reg	TEMPORARY
Job Req #			FT or PT	PT Part Time
Position # (reg)			Standard Hrs	29
	Current			New
Campus/Dept	WAYNE BIOLOGY-WAYNE			
Primary Title	ADMINISTRATIVE ASSISTANT			
Secondary Title(s)				

COMPENSATION

	Current	New		Current	New
Base Contract Rate	\$13.50	\$14.25	Account - %	211000 - 100%	332000 - 100%
Contract Basis	Hourly	Hourly			
Grade	113				
Bargaining Unit			Stipend Account - %:		
Admin stipends Amount:					
Stipend Basis:					

EMPLOYMENT DATA

	Current	New		Current	New
Building/Room	WAYNE		Campus Phone	8944	
Campus Zip +4	+8901		First Level Supervisor	SUPERVISOR	

COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE

RATIONALE FOR PAY RATE CHANGE ATTACHED
 RETURN TO ACCOUNT CODE 211000 - 100% ON 5/9/2017

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 _____

_____ Date _____