download**Personnel Action Form**

(All appointed staff/Faculty)

**NOTE: Start and end dates MUST coincide with the appropriate pay periods. Additional Pay Requests will be processed in accordance with IU Policy HR-03-90.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personnel Action** | **Name (First, Middle, Last)** | | | **Employee ID Number** | | **Effective Date** | |
| **Start** | **End** |
| **Employee Work Location (Building)** | **Room Number** | **Office Phone #** | | **Supervisor** | | |
| **Job Title** | | | **Department** | | | |
| **Type of Personnel Action(s):**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | New Hire | Rehire | Change in Base Pay | Change in Account | Additional Pay  (HR- circle reason below) | Change in  Classification | (For HR Only) Change to: | | | **Salary Plan** | **Salary Grade** | |  |  |  |  |  |  |  |  | | (For HR Only) | | | | | | | | | Additional Pay Reason: | | | **Temporary Pay Adjustment** | **Digital Voice Allowance** | | **Discretionary Bonus** | | | Salary Increase Reason:  (Must have approval from IU Compensation and Campus HR) | | | **RCL (Reclassification)** | **HLR- Higher Level Responsibilities** | **High Value Request** | **Counter Offer** | **Market Adjustment** | | | | | | | |

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| **Budget** | **Position Number** | **Pay Frequency**  Monthly  Bi-Weekly  **(Check One)** | | **Base Salary** | |
| **Salary Rate** | **Hourly Rate** |
| **Additional Pay:** | **Amount** | | **Percentage of Salary** | |
| **Account Number** | | **Program** | **Percentage** | |
| **Account Number** | | **Program** | **Percentage** | |

**(For Human Resources Only)**

**Date Entered in HRMS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Comments** | **Reason for Request:** |

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| --- | --- | --- | --- | --- |
| **Approval** | **1. Department Supervisor/Dean/ Director** | **Date** | **2. Vice Chancellor** | **Date** |
| **3. Vice Chancellor of Administration/CFO** | **Date** | **4. Human Resources** | **Date** |
| **5. Chancellor** | | **Date** | |
|  | **6. Employee** | | **Date** | |