**Personnel Action Form**

(All appointed Faculty and Staff)

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| **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.** |
| **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 | LeaveRequest | Change in Account  | Additional Pay(HR- circle reason below) | Change in Title/ Classification | (For HR Only) Change to: |
| **Salary Plan** | **Salary Grade** |
|  |  |  |  |  |  |  |  |  |
| (For HR Only) |
| Pay Adjustment Reason:  | **Temporary Pay Adjustment** | **Discretionary Bonus** | **Digital Voice Allowance** | **Faculty Additional Pay (Specify in Comment Section Below)** | **Other****(Specify in Comment Section Below)** |
| 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 (Professional and Service/Maintenance Staff ONLY)** | **Percentage of Salary** |
| **Account Number**  | **Program** | **Percentage** | **Account Number**  | **Program** | **Percentage** |
| **Account Number**  | **Program** | **Percentage** | **Account Number**  | **Program** | **Percentage** |
| **Account Number**  | **Program** | **Percentage** | **Account Number**  | **Program** | **Percentage** |

|  |  |
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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** |
| **(For Human Resources/Academic Affairs Only)****Date Entered in HRMS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |