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PERSONNEL ACTION REQUEST
FORM INSTRUCTIONS

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This form is to be used for the following transactions:

I. <u>**New Hires**</u> – (All New Employees – Transfer-In, Probational Appointments, Student Appointments, Unclassified Appointments, Restricted Appointments, etc.)

Section I. – Complete all fields (except personnel no.).

Section II. – Complete all fields.

Section III. – Complete all fields.

Section IV. – Complete – Remarks – Include any required justification for the appointment. Must include work schedule and indicate whether ISIS HR security is needed.

Section V. – Only requires an (A.) Org. unit number assigned to the position number. (This can be found on the bi-weekly report provided by Employee Administration which lists all positions and org unit numbers.)

Section V. – B., C., D., E. and F. should only be completed if the accounting distribution is different for the person than the accounting distribution assigned to the main org unit number.

Section VI. – Must be approved by the section head and the appointing authority.

II. **On the transactions listed below complete the form as follows:**

<u>**Details**</u>

<u>**Promotions/Demotions**</u>

<u>**Reallocations**</u>

<u>**Pay Adjustments**</u>

Section I. – Complete all fields <u>**except**</u> Social Security Number, Date of Birth, Race and Sex.

Section II. – Complete all fields.

Section III. – Complete all fields.

Section IV. – Complete – Remarks – Include any required justifications for the transaction. Must include work schedule and indicate whether ISIS HR security is needed.

Section V. – Only requires an (A.) Org. unit number assigned to the position number. (This can be found on the bi-weekly report provided by Employee Administration which lists all positions and org unit numbers.)

Section V. – B., C., D., E. and F. should only be completed if the accounting distribution is different for the person than the accounting distribution assigned to the main org unit number.

Section VI. – Must be approved by the section head and the appointing authority.

III. **Position Changes Only**

Section I. – Complete all fields **except** Social Security Number, Date of Birth, Race and Sex.

Section II. – Complete all fields.

Section III. – Complete all fields.

Section IV. – Complete – Remarks – Include any required justification for the change. Must include work schedule and indicate whether ISIS HR security is needed.

Section V. – Only requires an (A.) Org. unit number assigned to the position number. (This can be found on the bi-weekly report provided by Employee Administration which lists all positions and org unit numbers.)

Section V. – B., C., D., E. and F. should only be completed if the accounting distribution is different for the person than the accounting distribution assigned to the main org unit number.

Section VI. – Must be approved by the section head only. Once approved should be sent directly to Employee Administration for processing.