PART-TIME EMPLOYEE PERSONNEL ACTION DOCUMENT

Name				S#_	
(Last)			(First)		
Effective Date		Departn	mentPosition#		tion#
	☐ Adjunct In	structor Variable-I	Hour □ Student-Hourly □ Worl	k-Study [☐ Temporary Classified
EMPLOYER	E STATUS CI	HANGE Reas	on		
☐ Classificat	ion Change	From		To	
☐ Salary Rate *Biv			vel supervisor and H.R. representat		
□ Departmen	ıtal Transfer (i	nclude ORGs) From		_ To	
☐ Home or Timesheet ORG Change				_ To	
☐ Position Number Change (Work Study)				_ To	
☐ Title Chan	ge	From		_ To	
□ Supervisor	Change withi	n department – Utilize	Supervisor/Approver Change Form	ı	
FUNDING C	ORG CODE C	CHANGE*			
From: ORG	CODE	Percent	To: ORG CO	DE	Percent
Rec	quires signatur	e of supervisors from b	ooth departments. Employee's signa	ture not rec	quired.
SEPARATIO	ON FROM E	<u>MPLOYMENT</u>			
Last Date Wo	orked				
\square Dismissal (Contact the H	uman Resources office	before initiating any dismissal action	ons.)	
Disn	nissals: Explar	natory documentation a	nd second level supervisor signatur	e is require	d.*
☐ Resignation	n (Please Inclu	ude resignation letter)	☐ End of Temporary Appoint	ment	☐ Terminate Banner Access?
CICNIA TID	E.C.				
SIGNATUR		ID - 1 11	1. 6. 1. 6 11 . 1	.16. 1 .1.	
Employee, su	pervisor and F	ik signature required t	y default for all changes unless spe-	cified above	e.
Employee Signature *		Date	e Supervisor	r Signature	Date
HR Signature		Date	Second I	evel Super	visor Signature Date
TIK Signature		Date		hen required	_
□ NBAPOSN	□ PPACERT	□ PDABCOV	□П		☐ PTRUSER (supervisor OT eligible)
□ NBAPBUD	□ NBAJOBS	□ GXADIRD	□ PEALEAV □ LEAVE ADJ		□ NBAORGN
□ PPAIDEN	□ PDABDSU	☐ Ins Enroll/Term	□ PEAESCH		☐ Copy for Payroll
□ PEAEMPL	□ PDADEDN	□ BenefitSolver	□ NTRRQUE (1 person, hrly)		□ BDM Scanned
☐ PPAGENL	□PDABENE	☐ Update Distro Lists	□ NBAJQUE (multiple people on sa	me #, hrly)	40 AUDIT