PERSONNEL ACTION DOCUMENT
CHANGE OF EMPLOYEE STATUS

Name_____ _____ S#_____
(Last)   (First)

Effective Date _____Department_____Position#_____

Administrator   Tech Pro   Classified   Faculty   Instructor   Hourly   Student Employee   Work Study
Temporary Classified

EMPLOYEE STATUS CHANGE   **Reason**_____

Classification Change   From _____   To_____

Appointment % Change   From _____   To_____

Salary Rate Change   From _____   To_____

Department Transfer   From _____   To _____

Department Home Org Change   From _____   To _____

Position Number Change   From _____   To _____

Title Change   From _____   To _____

Supervisor Change   From _____   To _____

FUNDING ORG CODE CHANGE

From: ORG CODE _____Percent _____   To: ORG CODE _____Percent _____

From: ORG CODE _____ Percent _____   To: ORG CODE _____Percent _____

LEAVE (CHECK ALL THAT APPLY)   With Benefits   Without Benefits   Return From Leave

FMLA   Leave Without Pay   Medical   Military   Sabbatical   Worker's Comp   Other _____

Date From _____   Date Through _____   Total Hours _____

SEPARATION FROM EMPLOYMENT

Last Date Worked _____Unused Annual Leave _____ (HRS) Unused Sick Leave _____(HRS)

Dismissal (Contact the Human Resources Office Prior to Initiating Dismissal Actions) Retirement Payout?   Yes /   No

End of Temp Appt.   Resignation   Retirement   Transfer to Another Agency – Agency Name_____

120 Day List   90 Day No Pay List   60 Day No Pay List   Other   Term Banner Access

NAME, PHONE, ADDRESS & EMAIL CHANGES   New Email Address _____

New Name _____   New Address _____

New Phone _____   _____

_____   _____
Employee Signature   Date   Supervisor Signature   Date

_____   _____
HR Signature   Date   Second Level Supervisor Signature   Date

NBAPOSN	PPACERT	PDABCOV		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 same #, hrly)	40 AUDIT_____

(PER 4 REV 06.05.2015)   HR COPY-WHITE   PAYROLL COPY-YELLOW