**GALLAUDET UNIVERSITY**

Human Resources Services

College Hall, Room 106

Ext. 5352

**REGULAR**

**PERSONNEL ACTION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Effective Date |  | Today’s  Date |  |

**PERSONAL INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ms/Mrs/  Mr/Dr |  | | Name  L/F/MI |  | | | | | | | SS  # |  | | |
| Address |  | | | | City |  | | State | |  | | | Zip |  |
| Date of Birth | |  | | | | | Home Telephone Number | |  | | | | | |

**TYPE OF ACTION\***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | New Appointment |  | Promotion |  | Performance Increase |  | Transfer | |
|  | Rehire |  | Reclassification |  | Additional Responsibilities |  | Account Distribution |  |
|  | Extension of Appointment |  | Union Pay Adjustment |  | Change of Status |  | Other: | |
|  | LWOP | Reason: | | | |  | Return From LWOP | |
|  | Paid Leave | Type: | | | |  | Return From Paid Leave | |

**POSITION CONTROL FUNDING\***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | New Position |  | Replacement of: |  | Federal |  | Income |  | Grant |

**JOB INFORMATION**

|  |  |  |
| --- | --- | --- |
|  | PREVIOUS | NEW |
| Job Title |  |  |
| Department Name |  |  |
| Department Acct # and Object Code |  |  |
| Supervisor Name |  |  |
| Appointment (i.e., 9, 10, 11, 12 months, Student) |  |  |
| Full-Time/Part-Time (Hrs/Week, Attach Schedule) |  |  |

**SALARY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | PREVIOUS | NEW |
| Salary Schedule/Level/Step | | | | |  |  |
| Hourly Rate (Non-Exempt)/or Daily Rate | | | | |  |  |
| Overtime Rate (Hourly Rate \* 1.5) | | | | |  |  |
| Base Salary (Exempt) | | | | |  |  |
| Add |  | 1/9 |  | 2/9 |  |  |
| Add Other | |  | | |  |  |
| Total | | | | |  |  |
| Salary Distribution (Describe, e.g., 9 mos salary paid over 12 mos) | | | | |  |  |

**ACCOUNT DISTRIBUTION (if more than one account)**

**PREVIOUS\* NEW\***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Acct |  | % |  | Amount |  |  | Acct |  | % |  | Amount |  |
| Acct |  | % |  | Amount |  |  | Acct |  | % |  | Amount |  |
| Acct |  | % |  | Amount |  |  | Acct |  | % |  | Amount |  |

**PREPARER VERIFICATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Prepared By | | |  | | | | | Phone Number | |  | | | |
| I-9 Form  Attached |  | I-9 Form  On File |  | Tax Forms  Attached |  | Recent Tax Forms On  File (within calendar year) | |  | | Employee data sheet attached  (All temporary categories) |  |

**SIGNATURE DATE SIGNATURE DATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Timekeeper or Supervisor**\*\*** |  |  | Administrative  Officer |  |  |
| Unit Administrator |  |  | Human Resources  Services |  |  |
| Senior  Administrator |  |  |

**\*\* may only sign for student PAFs.**

**RETROACTIVE PAY: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BIWEEKLY RATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BASED ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_**  **REGULAR HOURS**

**PAY PERIODS HOURLY RATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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