**GALLAUDET UNIVERSITY**

Human Resources Services

College Hall, Room 106

Ext. 5352

**REGULAR**

**PERSONNEL ACTION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Effective Date |  | Today’sDate |  |

**PERSONAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ms/Mrs/Mr/Dr |  | NameL/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 FormAttached |  | I-9 FormOn File |  | Tax FormsAttached |  | Recent Tax Forms On File (within calendar year) |  | Employee data sheet attached(All temporary categories) |  |

**SIGNATURE DATE SIGNATURE DATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Timekeeper or Supervisor**\*\*** |  |  | AdministrativeOfficer |  |  |
| Unit Administrator |  |  | Human ResourcesServices |  |  |
| Senior Administrator |  |  |

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

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

**BASED ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_** **[ ]  REGULAR HOURS**

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

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