

PERSONNEL ACTION FORM

New Hire/Offer Letter Transfer Promotion and /or Salary Adjustment Title Change Termination
If Transfer – Changing Campus? Yes No

NAME:		PRN:	
ADDRESS:			
UNIVERSITY LOCATION:	Building:	Room #:	Extension:

Effective Date: _____
End Date (9, 10 or 11 month salaried) _____
Contract Period: from _____ to _____

PROPOSED: **Department Name:** _____ **Department #:** _____
Job Title: _____ **Position #:** _____
Job Grade: _____ **Compensation: \$** _____ (hourly) (annually)
Account Index: _____ **Account Line:** _____ **Percentage:** _____
Account Index: _____ **Account Line:** _____ **Percentage:** _____
Account Index: _____ **Account Line:** _____ **Percentage:** _____
Employment Status: Regular Full Time Regular Half Time (____ hrs)
 Part- Time (____ hrs) Temporary
Active Status: 9 month 10 month 11 month 12 month

Supervisor Name (print): _____ **Supervisor Signature:** _____

FORMER: **Department Name:** _____ **Department #:** _____
(if applicable) **Job Title:** _____ **Position #:** _____
JobGrade: _____ **Compensation: \$** _____ (hourly) (annually)
Account Index: _____ **Account Line:** _____ **Percentage:** _____
Account Index: _____ **Account Line:** _____ **Percentage:** _____
Account Index: _____ **Account Line:** _____ **Percentage:** _____
Employment Status: Regular Full Time Regular Half Time (____ hrs)
 Part- Time (____ hrs) Temporary
Active Status: 9 month 10 month 11 month 12 month
Current Supervisor: _____

Termination: Voluntary/Resignation/Retirement Involuntary/Termination Layoff Work Period

Justification for Change/Addition (Required):
Cell will expand if more space is needed.

APPROVAL	NAME	SIGNATURE	DATE
Department Head			
Senior Administrator			
HR (Info & Tracking)	Human Resources		
Associate VP of Finance	Matthew Kogut		
Budgeting (Grant Funded)	Angela White		
Associate VP of Human Resources	Bobbie Kallner		
SVP of Finance & Administration	Philip Shapiro		
Provost	Karen Pardue		

Annual Training Requirements

Please check the box next to each training that will be required for this position in addition to the nine required trainings for all employees: Code of Conduct, Cyber Security Awareness, Ergonomic, FERPA, Fire Safety, Sexual Harassment, Red Flag (identity theft protection), Title IX, Active Shooter. If no other trainings are required, please check the box at the bottom of the list.

If you have any training requirement questions, please contact Environmental Health and Safety (EH&S) at ext 2488 or Human Resources at extension 4256.

No position specific training required beyond the 9 highlighted required training.

Required Online Trainings	
<input type="checkbox"/> Active Shooter	<input type="checkbox"/> Fire Safety
<input type="checkbox"/> Code of Conduct	<input type="checkbox"/> Sexual Harassment
<input type="checkbox"/> Cyber Security Awareness	<input type="checkbox"/> Red Flag (Identity Theft Protection)
<input type="checkbox"/> Ergonomic (VDT & Lifting)	<input type="checkbox"/> Title IX
<input type="checkbox"/> FERPA	

Position Specific Online Trainings (check all that apply)	
<input type="checkbox"/> Animal Contact	<input type="checkbox"/> Laboratory Safety
<input type="checkbox"/> Blood borne Pathogens	<input type="checkbox"/> Oil Spill Prevention & Lock Out/Tag Out
<input type="checkbox"/> Formaldehyde	<input type="checkbox"/> Personal Protection Equipment
<input type="checkbox"/> Hazardous Waste	<input type="checkbox"/> Radiation Safety
<input type="checkbox"/> Hazardous Communication	<input type="checkbox"/> Research Compliance
<input type="checkbox"/> HIPAA	<input type="checkbox"/> Universal Waste

Position Specific Classroom Trainings (check all that apply)	
<input type="checkbox"/> Asbestos Awareness	<input type="checkbox"/> IATA (Air Shipping Dangerous Goods)
<input type="checkbox"/> BBP Spill Kit	<input type="checkbox"/> Laser Training
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Machine Guarding
<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Radiation Safety Officer
<input type="checkbox"/> Fall Protection	
<input type="checkbox"/> Human Subject Research	

Other Position Specific Requirements (check all that apply)	
<input type="checkbox"/> Aerial Lift Truck Training	<input type="checkbox"/> Golf Cart
<input type="checkbox"/> Audiograms	<input type="checkbox"/> Hep B (must include Blood Borne Pathogens)
<input type="checkbox"/> CPR	<input type="checkbox"/> Ladder Safety
<input type="checkbox"/> Driver Certifications (DOT)	<input type="checkbox"/> Occupational Health & Safety Program
<input type="checkbox"/> First Aid	<input type="checkbox"/> Boat Safety
<input type="checkbox"/> Fork Lift	<input type="checkbox"/> Other: