|  |  |
| --- | --- |
| **ACTION TYPE** |  |
|  | [ ]  **New Hire** | [ ]  **Re-Hire** | [ ]  **Additional duty**  | [ ]  **Consolidated Position Pay** |  |
| [ ]  **Interim Appointment** | [ ]  **Honorarium** | [ ]  **Other**        |
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| **EMPLOYEE DATA** |  |
|  | **Name:** |       | **Social Security #:** |       |  |
| **Address:** |       | **Date of Birth:** |       |
| **City/ST/Zip:** |       | **Personal Phone:** |       |
| **County:** |       | **Personal Email:** |       |
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| **ASSIGNMENT DATA** |  |
|  | **Purpose of assignment or name of person being replaced**: |  |
|       |
| **Status:** | [ ]  Externally Funded  | [ ]  Fixed Term | [ ]  Probationary  | [ ]  Management | [ ]  Temporary (Intermittent) |  |
| **FY:** |       | **Begin Date:** |       | **End Date:** |       | **Bargaining Unit:** |  |  |
| **FY:** |       | **Begin Date:** |       | **End Date:** |       | **Range:** |  | **Step:** |  |
| *\*\*\* Separate assignment dates according to fiscal year; 7/1/YY thru 6/30/YY.*  | **Base Salary:** |       |
| **Department:** |       | **Percent Time:** |       |
| **Cost Centers to Charge:** | **Contract Salary:** |       |
| **CC#:** |       |  |       | **%** | **$** |       | **Duty Days:** |       |
| **CC#:** |       |  |       | **%** | **$** |       | **Externally Funded:** | [ ]  Yes [ ]  No |
| **CC#:** |       |  |       | **%** | **$** |       |  |  |
|  | **100**  | **%** |  |
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| **COMMENTS** |  |
|  |       |  |

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| **SIGNATURES** |  |
|  |  |  |  |  |  |  |  |  |
| Dept Chair / Program Director | Date | Budget Director | Date |
|  |  |  |  |
| Dean / Supervisor | Date |  |  |
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| **HR USE ONLY** |  |
|  | Position Number |  | SEMA 4 Record No |  |  |
|  |