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| --- | --- | --- | --- | --- | --- |
| **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 |  |  |
|  | | | | |