

**DePauw University
PERSONNEL ACTION SHEET**

(If changing positions status or transferring, Departments must consult with HR/Payroll)

Name: _____ Job Title: _____

Effective Date:* _____

*First Day of Employment, Last Day Worked, or Effective Date of change

New Position Existing Position**

Classification/Rank Code #: _____

**If Existing Position:

Position (ResNav) #: _____

Replaces: _____

Home Department: _____

Their Ending Salary: _____

Business Unit (Division): _____

Supervisor: _____

Building: _____

Time Card Approver (If different than Supervisor): _____

Room#: _____ Extension: _____

TYPE OF ACTION: (Check all that apply)

NEW

- New Hire
- Transfer
- Volunteer

CHANGE

- Change Annual Hours
- Change Classification
- Change Rate of Pay
- Change Supervisor

CHANGE (cont.)

- Change to Full-time Status
- Change to Part-time Status
- Change to On-call Status
- Change to Volunteer Status
- Other (Explain in Special Information section below)

SEPARATION***

- Voluntary Separation
- Involuntary Separation
- ***Must Provide Reason on Back
- Position will be filled.
- Position will NOT be filled.

POSITION STATUS:

- Full-time Part-time On-call Temporary from _____ to _____
- 12-month 11-month 10-month 9 1/2-month Other (Explain in Special Info. Section)
- _____ Hours/Day _____ Hours/Week _____ Annual Hours
- Benefit Status Non-benefit Status
- Nonexempt (Hourly) Exempt (Salaried)

PAY INFORMATION:

Payroll Cost # (REQUIRED): _____

- 1) CURRENT Rate of Pay (base rate) \$ _____ Hourly Annual Other
- 2) NEW Rate of Pay (base rate) \$ _____ Hourly Annual Other
- 3) NEW SHIFT RATE (If Applicable, for SHIFT Employees only) 5% (2nd Shift) 12% (3rd Shift) Blended

SPECIAL INFORMATION FOR HUMAN RESOURCES AND/OR PAYROLL:

DEPARTMENT AUTHORIZATION

Signature of Supervisor _____ Date Signed _____

VICE PRESIDENT AUTHORIZATION

Signature of Vice President _____ Date Signed _____

HUMAN RESOURCES AUTHORIZATION

Signature of Assoc. VP _____ Date Signed _____

BUDGET AUTHORIZATION

Signature of Vice President for Finance _____ Date Signed _____

PERSONNEL ACTION SHEET
DePauw University
(Complete other side first)

SEPARATION INFORMATION

REASON FOR SEPARATION (Check all that apply):

Voluntary

Involuntary

- | | |
|--|--|
| <input type="checkbox"/> Abandon Job | <input type="checkbox"/> No Show |
| <input type="checkbox"/> Better Position | <input type="checkbox"/> Person/Job Conflict |
| <input type="checkbox"/> Better Chance for Advancement | <input type="checkbox"/> Quit Without Notice |
| <input type="checkbox"/> Dissatisfied with Job | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Failure to Return from Leave | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Higher Wages | <input type="checkbox"/> Return to School |
| <input type="checkbox"/> Home Obligations | <input type="checkbox"/> Work Refusal |
| <input type="checkbox"/> Health (explain below) | |
| <input type="checkbox"/> Leaving Area | <input type="checkbox"/> Other (explain below) |

- Deceased
- Disciplinary Action
- Dismissal
- End of Temporary Assignment
- End of Term Assignment
- Gross Misconduct
- Position Eliminated
- Unacceptable Performance
- Work Authorization
- Other (explain below)

Other explanation: _____

- | | |
|--|--|
| Is the employee eligible for re-hire? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Was the employee offered other work at DePauw University? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Was work available when this employee gave notice of separation? | <input type="checkbox"/> yes <input type="checkbox"/> no |

ADDITIONAL SEPARATION INFORMATION FOR HUMAN RESOURCES OR PAYROLL: