Tarleton State University

Personnel Action Form

Student/Non-Budgeted Hourly

COMPLETE THIS SECTION FOR ALL ACTIONS		DATE:
__ Regular Student __ Work Study Student __ Non-Budgeted	Name (Last, First M.I.):	SSN/UIN:
Employing Department:	ADLOC:	Department Phone:

Appointment

Paying Account Title	Paying Account	Title/Rank	Title Code	Hourly Rate of Pay	Effective Dates: Start	End

CURRENT STATUS:

Change of Appointment Status

Paying Account Title	Paying Account	Title/Rank	Title Code	Hourly Rate of Pay	Effective Dates: Start	End

NEW STATUS:

Paying Account Title	Paying Account	Title/Rank	Title Code	Hourly Rate of Pay	Effective Dates: Start	End

CHECK AS APPROPRIATE:

Appointments:

__ New Hire __ Rehire __ Task Rate

Changes:

__ Resignation __ Fund Source __ Effective Date(s)
__ Termination __ Promotion Other
__ Dismissal __ Regular to Work Study
__ Rate of Pay __ Work Study to Regular

Justification/Explanation

Salary includes BRP if eligible

SIGNATURES REQUIRED FOR ALL ACTIONS:

Department Head Date

Human Resources Date

OTHER SIGNATURES AS NEEDED:

Financial Aid (for Work Study) Date

Vice President (When Required) Date

Fiscal Officer (Non-Budgeted) Date

Other Signature Date

Employee
UIN:
(to be assigned by HR for new hires only)

Clear Form