|  |
| --- |
| **SECTION I: DEPARTMENT AND PERSONNEL ACTION INFORMATION** |
| **Date Prepared** | **School / College / Division** | **Department Name** | **Contact Name** | **Contact Phone** | **Contact E-Mail** |
| xx/xx/xx | Enter School/College/Division | Enter Department | Enter Name | (336)xxx-xxxx  | username@ncat.edu |
| **Type of****Action** | **Description of Pending Action** | **Effective** **Date** | **Assignment** **End Date** | **Separation Reason\*****(If Applicable)** | **Last Workday** |
| Select | Choose an item. | xx/xx/xx | xx/xx/xx | Choose an item. | xx/xx/xx |
| **\*If separation, a letter of separation from the department head must accompany this form.** |
| **SECTION II: EMPLOYEE INFORMATION** |
| **Employee****Appointment Type** | **Last Name** | **First Name** | **MI** | **Employee****Contract Period** | **Employee****Salary** |
| Choose an item. | Enter Last Name | Enter First Name | MI | 00 | $  |
| **Employee BANNER ID** | **Employee****Position #** | **FTE** | **Hrs./Wk.** | **AggieLink Job ID#****(Graduate Students Only)** | **Employee Working Title** |
| #  | #  | 0.00 | 0.00 | # | Enter Employee Working Title |
| **SECTION III: POSITION BUDGET INFORMATION** |
| **Position Classification Title** | **Position Contract Period** | **Position Budgeted Salary** |
| Enter Classification Title | Choose an item. | $  |
| **SECTION IV: FUNDING INFORMATION For Summer Employment Only** |
|  | **Budget Code** | **Fund** | **Acct** | **Program** | **Source** | **Date Funds End** | **Salary** | **DHR Use Only** | **Maximum (a)****Compensation** | **Grant (b)****Encumbrance** |
| **A** | Choose an item |  | Choose an item. |  | Choose an item. |  | 0.00 |  | $  | $  |
| **B** | Choose an item |  | Choose an item. |  | Choose an item. |  | 0.00 |  | $  | $  |
| **C** | Choose an item |  | Choose an item. |  | Choose an item. |  | 0.00 |  | $  | $  |
| **D** | Choose an item |  | Choose an item. |  | Choose an item. |  | 0.00 |  | $  | $  |
| **Total:** | $ 0.00 |  | $  | $  |
| **SECTION V: COMMENTS (IF APPLICABLE)** |
| Click here to enter text. |
| **SECTION VI: DEPARTMENT / SCHOOL / COLLEGE APPROVALS** |
| **P. I. (if applicable):** | **Sign:** | **Date:**  |
| **Department Head:** | **Sign:** | **Date:**  |
| **Dean:** | **Sign:** | **Date:**  |
| **Chancellor / Vice Chancellor:** | **Sign:** | **Date:**  |
| **SECTION VII: FUNDING APPROVALS (BUDGET OFFICE, CONTRACTS AND GRANTS, AUXILIARY SERVICES & ENDOWMENT USE ONLY)** |
| **Budget Office Approver:** | **Sign:** | **Date:**  |
| **Contracts and Grants Approver:** | **Sign:** | **Date:**  |
| **Auxiliary Services Approver:** | **Sign:** | **Date:** |
| **Endowment Approver:** | **Sign:** | **Date:** |
| **SECTION VIII: EHRA SALARY AND BUDGET ADMINISTRATION** |
| **Approver:** | **Sign:** | **Date:**  |
| **SECTION IX: LEAVE INFORMATION (DHR USE ONLY)** |
| **Sick Balance** | **Sick Used** | **Vacation Balance**  | **Vacation Used** | **Vacation Payout** | **Bonus Balance** | **Bonus Used** | **Bonus Payout**  |
|  |  |  |  |  |  |  |  |