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| **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.** | | | | | | **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 & PLANNING, CONTRACTS & GRANTS, AUXILIARY SERVICES & ENDOWMENT USE ONLY)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Budget & Planning Approver:** | | | | | | **Sign:** | | | | | | | | | | | | | | **Date:** | | | | | | | | | | | |
| **Contracts & Grants Approver:** | | | | | | **Sign:** | | | | | | | | | | | | | | **Date:** | | | | | | | | | | | |
| **Auxiliary Services Approver:** | | | | | | **Sign:** | | | | | | | | | | | | | | **Date:** | | | | | | | | | | | |
| **Foundation/Gifts/Endowment Approver:** | | | | | | **Sign:** | | | | | | | | | | | | | | **Date:** | | | | | | | | | | | |
| **SECTION VIII: EHRA ACADEMIC BUDGET & PERSONNEL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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** | |
|  | | |  | | |  | | | | |  | | | |  | | | | | |  | | | |  | | | | |  | |