

PERSONNEL ACTION FORM

(New Hire/Rehire/Status Change/Transfer)
Rev 2022

NSU ID Employee Name Telephone

Center Department

Campus / Building

Hourly (SharkTime) Salaried Faculty Temporary (SharkTime)

PROPOSED ACTION (Please note that all benefit elections must be made within 31 days of the Hire Date)

- New Hire
- Promotion
- Transfer
- Rehire (Within 90 Days)
- Job Reclassification
- Org/Account Distribution Change
- Temp. to Regular
- Pay Rate Change
- Scheduled Hours Change
- Other

POSITION INFORMATION

Hourly or Temporary Employees	Salaried Employees
<input type="text"/> <input type="text"/> <input type="text"/> Effective Date Position Number Hourly Rate (Kronos)	<input type="text"/> <input type="text"/> <input type="text"/> Effective Date Position Number Annual Salary
Title <input style="width: 90%;" type="text"/>	
Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Weekly Hours: <input type="checkbox"/> 37.5 Hours <input type="checkbox"/> Other <input style="width: 50px;" type="text"/>	
Term: <input type="checkbox"/> 12 Months <input type="checkbox"/> Other <input style="width: 50px;" type="text"/>	
Immediate Supervisor NSU ID <input style="width: 50px;" type="text"/> Position No <input style="width: 50px;" type="text"/>	
Comments: <input style="width: 90%;" type="text"/>	

ACCOUNT DISTRIBUTION / REALLOCATION

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	%	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	%	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	%
1st Org-Account #			2nd Org-Account #			3rd Org-Account #		4th Org-Account #
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	%	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	%	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	%
5th Org-Account #			6th Org-Account #			7th Org-Account #		8th Org-Account #
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	%	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	%	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	%

Authorized Signature(s) Date Contact Person (Please Print) Telephone Date

HR USE ONLY Salary Grade / Level: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Not Benefit Eligible <input type="checkbox"/> Orientation for job duties only	Change Reason Code: <input style="width: 50px;" type="text"/>	Shared Services/PR:
Comments <input style="width: 90%; height: 40px;" type="text"/>			
Human Resources Representative <input style="width: 400px;" type="text"/>		Date <input style="width: 100px;" type="text"/>	