

PERSONNEL ACTION FORM

To be used for employees with a permanent PCN or Irregular Help employees on benefits
 Use Temporary and Adjunct/Non-Credit Course PA for temporary employees and adjuncts (non LCSC employees) teaching non-credit courses
 Use Adjunct Faculty/Credit PA for adjuncts (non LCSC employees) teaching courses for credit

Name

SSN XXX-XX-

Today's Date

| FOR BUDGET OFFICE/HR USE ONLY | |
|-------------------------------|--|
| Contract Dates | |
| Begin Date | |
| End Date | |

Address

*New hire only

Effective Dates

Begin Date
End Date

Check All That Apply

- | | | |
|--|--|--|
| <input type="checkbox"/> New Hire (#10 & possibly #12) | <input type="checkbox"/> Payment in Addition (#11) | <input type="checkbox"/> Replacement PA - Original Dated _____ |
| <input type="checkbox"/> Contingent upon Grant Funding | <input type="checkbox"/> Payment in Addition/Adjunct Instruction (#15) | <input type="checkbox"/> Termination - Last Day Worked _____ |
| <input type="checkbox"/> Title Change (#11) | <input type="checkbox"/> Leave of Absence with Pay (#11&12) | |
| <input type="checkbox"/> Salary Change (#11) | <input type="checkbox"/> Leave of Absence without Pay (#11&12) | |
| <input type="checkbox"/> Budget Code Change (#11) | <input type="checkbox"/> Sabbatical (#12) | |

| NEW HIRE or CHANGE TO | | | CHANGE FROM (only complete what has changed) | | |
|-----------------------|--|---|--|--|---|
| 1. PCN | | | 1. PCN | | |
| 2. Title | | | 2. Title | | |
| 3. Dept. | | | 3. Dept. | | |
| 4. FTE | | If less than 1.00, complete #13 | 4. FTE | | If less than 1.00, complete #13 |
| 5. Salary | | <input type="checkbox"/> Hired during contract period HR to prorate salary | 5. Salary | | <input type="checkbox"/> Hired during contract period HR to prorate salary |
| Hourly Rate | | | Hourly Rate | | |
| 6. Classification | | | 6. Classification | | |
| 7. Tenure Status | | | 7. Tenure Status | | |
| 8. Health Benefits | Yes <input type="checkbox"/> No <input type="checkbox"/> | | 8. Health Benefits | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 9. Budget Code/% | - - - % (whole percent only) | | 9. Budget Code/% | - - - % (whole percent only) | |
| Budget Code/% | - - - % (whole percent only) | | Budget Code/% | - - - % (whole percent only) | |
| Budget Code/% | - - - % (whole percent only) | | Budget Code/% | - - - % (whole percent only) | |
| Budget Code/% | - - - % (whole percent only) | | Budget Code/% | - - - % (whole percent only) | |

10. New Position: Yes (Forward New Position Approval Form with PA)
 No - Replacing _____
 Classified Staff - Register # _____

11. Comments (reason for changes, payment in addition, etc.)

12. Comments/special notations for contract

13. FTE Change/Hours per Week/Comments

14. Payment Schedule (payment in addition)

15. Academic Affairs Payment in Addition for Instruction (complete separate PA for each semester)

Semester

| Subject | Course | Sec. | Cr. | \$/Credit | Replacement Last Name |
|---------------|--------|------|-----|-----------|-----------------------|
| | | | | | |
| Total Credits | | | | | |

| Adjunct (charged to adjunct line) | |
|--------------------------------------|--|
| Salary | |
| Fringe | |
| Total | |

| Replacement Cost (charged to a salary line) | | |
|--|-----------|--------|
| PCN | Last Name | Reason |
| | | |
| Salary | | |
| Fringe | | |
| Total | | |

| FOR BUDGET OFFICE USE ONLY | | | |
|--------------------------------------|----------|--------------|---------------|
| Object Code | | | |
| FOR HUMAN RESOURCE SERVICES USE ONLY | | | |
| Old Rate | | Old PCN | |
| New Rate | | New PCN | |
| Pay Period | Pay Date | Type of Time | Hours/Payment |
| | | | |
| | | | |
| | | | |
| | | | |
| Adjusted Contract/Contract Payoff: | | | |

Routing/Approval (date and approval signature stamp)

| | | | | | |
|---------------------------------|---------------------------------|------|--------------------------|---------------|-----------------|
| Coordinator/Dept. Head/Director | Grant Monitor (if grant funded) | Dean | Vice President/President | Budget Office | Human Resources |
| | | | | | |

Originator: _____