

University of Minnesota Personnel Action Worksheet

(For Reference Only. This document contains Private Data.)

<input type="checkbox"/> New Hire <input type="checkbox"/> Additional Appointment	<input type="checkbox"/> Continuation <input type="checkbox"/> Status Change (indicate changes only)	<input type="checkbox"/> New Faculty <input type="checkbox"/> 9/12 <input type="checkbox"/> Multi-Year Contract	Student <input type="checkbox"/> Graduate/Professional <input type="checkbox"/> Undergraduate	<input type="checkbox"/> New Employee (has received Benefit Packet)
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Empl ID #: _____ (Required on all but new hires) Empl Rcd #: _____

PERSONAL INFORMATION

Name: _____ Last, First, Middle	Social Security #: _____ Date of Birth: _____ Date of Death: _____
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JOB DATA

Action Reason			
Effective Date	Action	Reason	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	
Leave of Absence: _____ % of Time <input type="checkbox"/> Unpaid LOA <input type="checkbox"/> Paid LOA <input type="checkbox"/> Sabbatical <input type="checkbox"/> Phased Retirement			
Begin Date of LOA: _____ End Date of LOA: _____ (Expected Return Date)			

Work Location			
Position #: _____	Department #: _____	Company: <input type="checkbox"/> UMN <input type="checkbox"/> UNS (All 956x, excluding 9563)	<input type="checkbox"/> UMP (for AHC use only)
zDept(s): _____			

Job Information			
Job Code: _____	<input type="checkbox"/> Regular (> 3 months)	<input type="checkbox"/> Full Time (40 hrs)	Standard Hours: _____
	<input type="checkbox"/> Temporary (< 3 months)	<input type="checkbox"/> Part Time (< 39 hrs)	Percent Time: _____

<u>Empl Class:</u>			
<input type="checkbox"/> Faculty-Regular	<input type="checkbox"/> Academic Administrative	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Student Employee
<input type="checkbox"/> Faculty-Contract	<input type="checkbox"/> Academic Professional	<input type="checkbox"/> LR Clerical	<input type="checkbox"/> Temp/Casual
<input type="checkbox"/> Faculty-Visiting	<input type="checkbox"/> Post Doc & Research Spec	<input type="checkbox"/> LR Health Care	<input type="checkbox"/> Non-Employee
<input type="checkbox"/> Faculty-Adjunct/Clinical	<input type="checkbox"/> Residents/Fellows	<input type="checkbox"/> LR Police	
<input type="checkbox"/> Faculty-Temporary/Duluth Non-Reg	<input type="checkbox"/> Graduate Assistants	<input type="checkbox"/> LR Service & Maintenance	
<input type="checkbox"/> Federal Benefits	<input type="checkbox"/> Professionals in Training	<input type="checkbox"/> LR Technical	
		<input type="checkbox"/> LR Trades	

Job Labor			
Bargaining Unit: _____	Seniority Department (zDept): _____		
Seniority Type (Labor Represented):	<input type="checkbox"/> 1-Continuing	<input type="checkbox"/> 2-Temp Posted	<input type="checkbox"/> 3-Temp No-Post <input type="checkbox"/> 4-Supplemental

Payroll			
<u>Pay Group:</u>	<u>Employee Type:</u>	<u>Absence Eligibility Group:</u>	
<input type="checkbox"/> P09	<input type="checkbox"/> Exception Hourly	<input type="checkbox"/> UMACADCOMP	<input type="checkbox"/> UMCMPERSON <input type="checkbox"/> UMLOA
<input type="checkbox"/> P10	<input type="checkbox"/> Hourly	<input type="checkbox"/> UMACADEMIC	<input type="checkbox"/> UMCOMPTIME <input type="checkbox"/> UMPERSONAL
<input type="checkbox"/> P12	<input type="checkbox"/> Salaried	<input type="checkbox"/> UMACADV T	<input type="checkbox"/> UMC SVCLASS
<input type="checkbox"/> PLH		<input type="checkbox"/> UMACADVTPH	<input type="checkbox"/> UMLABORREP
		<input type="checkbox"/> UMCIVILSRV	

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Salary Plan

Salary Admin Plan: _____ Grade: _____ Step: _____

Compensation

Compensation Frequency:

- B** – Biweekly (12 months)
- H** – Hourly
- B09** – Bi-Weekly-9 Month
- B10** – Bi-Weekly-10 Month

Rate Code:

- AAA** – Academic Administrative Augmentation
- ASGN** – Assignments
- BASE** – Base (Annual Salary for FT employee)
- FAA** – Faculty Admin Augmentation
- HRLY** – Hourly Wage
- INCR** – Increment
- PPI** – Private Practice Income
- REGENT** – Regent Award

Comp/Annual:

Other Appointment Information

Expected Job End Date: _____ Progression Anniversary Date: _____
(Required for Grad, Undergrad, Temp/Casual)

Contract Begin/End Dates: _____

Tenure/Status:

- Continuous (PA) _____
- Continuous Track (PA) _____
- Hired as Continuous (Fac) _____
- Hired with Tenure (Fac) _____
- Tenure Track (Fac) _____
- Tenured (Fac) _____

Effective Date:

Effective Date:

- Termination–Continuous _____
- Termination–Continuous Track _____
- Termination–Tenure Track _____
- Termination–Tenured _____

Track Start Date: _____ Change Date: _____ Change Reason: _____

Additional Pay:

Earnings Code: _____ Effective Date: _____ End Date: _____

Earnings: _____

Hours: _____

Hourly Rate: _____

Goal Amount: _____

Position Override:

Position #: _____