University of Minnesota Personnel Action Worksheet

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

☐ New Hire
☐ Additional
   Appointment
	☐ Continuation
	☐ Status Change
	   (indicate changes only)
		☐ New Faculty
		☐ 9/12
		☐ Multi-Year Contract
			Student
			☐ Graduate/Professional
			☐ Undergraduate
				☐ New Employee
				(has received
				Benefit Packet)

Empl ID #: _____ (Required on all but new hires)   Empl Rcd #: _____

PERSONAL INFORMATION

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

JOB DATA

Action Reason

	Effective Date	Action	Reason
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Leave of Absence: _____ % of Time   ☐ Unpaid LOA   ☐ Paid LOA   ☐ Sabbatical | ☐ Phased Retirement

Begin Date of LOA: _____   End Date of LOA: _____
(Expected Return Date)

Work Location

Position #: _____   Department #: _____   Company: ☐ UMN ☐ UNS (All 956x, excluding 9563)
zDept(s): _____   ☐ UMP (for AHC use only)

Job Information

Job Code: _____   ☐ Regular (> 3 months)   ☐ Full Time (40 hrs)   Standard Hours: _____

                            ☐ Temporary (< 3 months) ☐ Part Time (< 39 hrs)   Percent Time: _____

Empl Class:

☐ Faculty-Regular	☐ Academic Administrative	☐ Civil Service	☐ Student Employee
☐ Faculty-Contract	☐ Academic Professional	☐ LR Clerical	☐ Temp/Casual
☐ Faculty-Visiting	☐ Post Doc & Research Spec	☐ LR Health Care	☐ Non-Employee
☐ Faculty-Adjunct/Clinical	☐ Residents/Fellows	☐ LR Police	
☐ Faculty-Temporary/Duluth Non-Reg	☐ Graduate Assistants	☐ LR Service & Maintenance	
☐ Federal Benefits	☐ Professionals in Training	☐ LR Technical	
		☐ LR Trades	

Job Labor

Bargaining Unit: _____   Seniority Department (zDept): _____

Seniority Type (Labor Represented):   ☐ 1-Continuing   ☐ 2-Temp Posted   ☐ 3-Temp No-Post   ☐ 4-Supplemental

Payroll

Pay Group:	Employee Type:	Absence Eligibility Group:		
☐ P09	☐ Exception Hourly	☐ UMACADCOMP	☐ UMCMPERSON	☐ UMLOA
☐ P10	☐ Hourly	☐ UMACADEMIC	☐ UMCOMPTIME	☐ UMPERSONAL
☐ P12	☐ Salaried	☐ UMACADVT	☐ UMCSVCLASS	
☐ PLH		☐ UMACADVTPH	☐ UMLABORREP	
		☐ 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: Effective Date:

☐ Continuous (PA)   _____

☐ Continuous Track (PA)   _____

☐ Hired as Continuous (Fac) _____

☐ Hired with Tenure (Fac) _____

☐ Tenure Track (Fac)   _____

☐ Tenured (Fac)   _____

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 #: _____