

Auburn University  
Request for Personnel Action

A) PURPOSE OF PERSONNEL ACTION \_\_\_\_\_

B) EMPLOYEE INFORMATION

SSN \_\_\_\_\_ ID # \_\_\_\_\_ Type of Employee \_\_\_\_\_

Name (Last, First, Middle) \_\_\_\_\_ Suffix \_\_\_\_\_ Title \_\_\_\_\_

Should this employee be included on the Deans, Directors and Department Heads mailing list?  Yes  Remove

**New Employees Only**

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Citizenship \_\_\_\_\_ Ethnic Code \_\_\_\_\_

Veteran Status \_\_\_\_\_ E-mail \_\_\_\_\_

Home Address \_\_\_\_\_ Emergency Contact Information

City, State, Zip \_\_\_\_\_ Name \_\_\_\_\_

Home Phone # \_\_\_\_\_ Phone No \_\_\_\_\_

C) ASSIGNMENT INFORMATION Position No \_\_\_\_\_ APPOINT, REAPPOINT or CHANGE TO Position No \_\_\_\_\_

FROM: Official Rank/Title \_\_\_\_\_

Official Rank/Title \_\_\_\_\_ Organization Name \_\_\_\_\_

Organization Name \_\_\_\_\_ Organization No \_\_\_\_\_

Assignment/Leave Dates Begin \_\_\_\_\_ End \_\_\_\_\_

Organization No \_\_\_\_\_ Employment Status \_\_\_\_\_

Job Code \_\_\_\_\_ Composite FTE \_\_\_\_\_ Hours in work week \_\_\_\_\_

Total Salary \_\_\_\_\_ Total Salary \_\_\_\_\_ Monthly/Hourly Rate \_\_\_\_\_

Monthly/Hourly Rate \_\_\_\_\_ Position Class \_\_\_\_\_

Job Code \_\_\_\_\_ ECLS \_\_\_\_\_

D) FOR SEPARATION USE ONLY

Termination Date \_\_\_\_\_ Type Termination \_\_\_\_\_ Annual Lv Balance \_\_\_\_\_

Forwarding Address \_\_\_\_\_ Sick Lv Balance \_\_\_\_\_

Comp Time Balance (US Only) \_\_\_\_\_ Recommended for Rehire \_\_\_\_\_

E) COMMENTS

\_\_\_\_\_

F) APPROVALS

ROUTING (initials & Date)

Division/Department Head \_\_\_\_\_ Budget Office \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director \_\_\_\_\_ C&G Office \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Graduate School \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_