



# Personnel Action Form

HR Website: <https://www.centralstate.edu/about-csu-administration/human-resources>

CSU ID:

The section numbers indicated under each selection are mandatory completion.

**Shaded section completed by Human Resources**

Faculty

Adjunct Faculty

Staff

Graduate Assistant

<b>1</b>	<b>Name (First, Middle, Last)</b>										<b>MALE</b>		<b>Social Security No.</b>			<b>Effective Date</b>	
											<b>FEMALE</b>					Start	End
	<b>Type Of Personnel Action(s)- Complete Sections Listed For Action(s) Checked.</b>																
	<input type="checkbox"/> New Hire	<input type="checkbox"/> Internal Rehire	<input type="checkbox"/> Add'l Services Supplemental Pay	<input type="checkbox"/> Change in Pay Rate	<input type="checkbox"/> Change in Account	<input type="checkbox"/> Title Change	<input type="checkbox"/> Corrections	<input type="checkbox"/> Summer	<input type="checkbox"/> Overload	<input type="checkbox"/> Promotion	<input type="checkbox"/> TWL Interim	<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Voluntary Separation	<input type="checkbox"/> Involuntary Separation	<input type="checkbox"/> COE		
Section 1,2,3,6	Section 1,2,3,6	Section 1,2,3,6	Section 1,2,3,6	Section 1,2,3,6	Section 1,2,3,6	Section 1,2,3,6	Section 1,2,3,6	Section 1,2,3,6	Section 1,2,3,6	Section 1,2,3,6	Section 1,3,5,6	Section 1,3,4,6	Section 1,3,4,6	Section 1,2,3,4,6			
<b>Employee Work Location (Building)</b>							<b>Room Number</b>		<b>Office Phone Number</b>			<b>Supervisor</b>					
<b>Job Title</b>					<b>Department/ Project</b>					<b>Division</b>							
<b>2</b>	<b>Position Number</b>		<b>Funding Source</b>				<b>Pay Frequency</b>		<b>Payroll</b>			<b>Fund Code</b>		<b>Fund Code</b>			
			E&G	Title III	Grants	Foundation	Bi-Weekly	Monthly	Hourly Rate	Salary Rate							
	<b>Fund Code</b>		<b>Org Code</b>		<b>Acct Number</b>		<b>Program</b>		<b>Percentage</b>		<b>Benefits Eligibility</b>						
											Full-Time Benefits Eligible	Interim Benefits Eligible	Part-Time No Benefits	Temporary No Benefits			
<b>3</b>	<b>COMMENTS</b>																
<b>4</b>	<b>Reason</b>								<b>Last Day Worked</b>		Review the Separation Process to ensure all required separation documentation is submitted to Human Resources.						
	Department-Project/College-Division								<b>Account Number</b>		<b>Job Title</b>						
	<b>Street Address For Forwarding (If Different From Current)</b>						<b>City</b>			<b>State</b>			<b>Zip</b>				
<b>5</b>	<b>Last Day Worked</b>		<b>Expected Return Date</b>		<b>Actual Return Date</b>		<b>Early Return</b>	<b>Return on Time</b>	<b>Extension</b>		<b>Worker's Comp?</b>						
											YES	NO					
<b>6</b>	<b>Leave Of Absence Form:</b>										Type of Leave:						
	RECEIVED		PENDING								FMLA	MEDICAL	MILITARY	PERSONAL	SABBATICAL	Unpaid Leave	
<b>APPROVAL</b>	<b>1) Director/ Dean</b>						<b>Date</b>		<b>4) Area Vice President/ Provost</b>				<b>Date</b>				
	<b>2) Title III</b>						<b>Date</b>		<b>5) Budget</b>				<b>Date</b>				
<b>3) Grants/Foundation</b>						<b>Date</b>		<b>6) Human Resources</b>				<b>Date</b>					
<b>7) Vice President Administration &amp; Finance/CFO</b>						<b>Date</b>		<b>8) President</b>				<b>Date</b>					