

DePauw University
PERSONNEL ACTION SHEET
 (If changing positions status or transferring, Departments must consult with HR/Payroll)

Name: _____ Job Title: _____

Effective Date: * _____
 *First Day of Employment, Last Day Worked, or Effective Date of change

Classification/Rank Code #: _____

Position (ResNav) #: _____

Home Department: _____

Business Unit (Division): _____

Building: _____

Room#: _____ Extension: _____

New Position Existing Position**

**If Existing Position :

Replaces: _____

Their Ending Salary : _____

Supervisor: _____

Time Card Approver (If different than Supervisor): _____

TYPE OF ACTION: (Check all that apply)

NEW

SEPARATION***

Voluntary Separation

Involuntary Separation

***Must Provide Reason on Back

Other (Explain in Special Information section below)

Position will be filled.

Position will NOT be filled.

POSITION STATUS:

Full-time
12-month

Part-time
11-month

On-call
10-month

Temporary from _____ to _____
9 1/2-month

Other (Explain in Special Info. nfnf6 (4nf)-9.6)

Signature of Assoc. VP _____ Date Signed _____

BUDGET AUTHORIZATION

Signature of Vice President for Finance _____ Date Signed _____

PERSONNEL ACTION SHEET

DePauw University
(Complete other side first)

SEPARATION INFORMATION

REASON FOR SEPARATION (Check all that apply):

Voluntary

Abandon Job
Better Position
Better Chance for Advancement
Dissatisfied with Job
Failure to Return from Leave

No Show
Person/Job Conflict
Quit Without Notice
Resignation
Retirement

Involuntary

Deceased
Disciplinary Action
Dismissal
End of Temporary Assignment
