

PERSONNEL ACTION FORM

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

EFFECTIVE DATE OF ACTION

ACTION CODE TERM OR LEAVE CODE

EMPLOYEE INFORMATION

Former Last Name:

Check here for name or address change.

SOCIAL SECURITY NUMBER	NAME (First)	NAME (Mid/Int)	NAME (Last)	PREFIX	SUFFIX	BIRTH DATE	[] Faculty [] Staff [] GTA/GRA [] Student [] Other Personnel [] PT Lecturer [] Summer Faculty
STREET ADDRESS	CITY, STATE	ZIP CODE	AREA CODE, HOME PHONE	BANNER ID			
COUNTRY	VISA	VISA EXPIR. DATE	VISA ADMISSIONS #	HANDICAP CODE	MEDICAL LIMITATIONS	EMAIL ADDRESS	
DEGREE	DEGREE MAJOR	DEGREE INSTITUTION	DEGREE INSTITUTION	DATE OF GRADUATION	I-9 DATE		
EMERGENCY CONTACT PERSON	EMERGENCY STREET ADDRESS	EMERGENCY CITY, STATE, ZIP CODE	EMERGENCY CITY, STATE, ZIP CODE	EMERGENCY CITY, STATE, ZIP CODE	EMERGENCY CITY, STATE, ZIP CODE	AREACODE - PHONE NUMBER	

PREVIOUS STATUS

EMP CLASS (HRS USE ONLY):

TITLE/RANK	
POSITION #	SEMESTER STIPEND
	FTE ANNUAL SAL
	PAY RATE
EFFECTIVE DATE	END DATE
	EMPSTA
	FTE
CREDIT	DATE IN POS
	CONT SERVICE DATE
	ORIG HIRE DATE
APPTYP	OVTIME STATUS
	POSCLS
	UNIV. STATUS
	LOCATION
	IMMED SUPV #
CAMPUS ADDRESS	CAMPUS PHONE
	EXT
TENURE STAT	TENURE DATE
	ORGN

NEW STATUS

EMP CLASS (HRS USE ONLY):

TITLE/RANK	
POSITION #	SEMESTER STIPEND
	FTE ANNUAL SAL
	PAY RATE
EFFECTIVE DATE	END DATE
	EMPSTA
	FTE
CREDIT	DATE IN POS
	CONT SERVICE DATE
	ORIG HIRE DATE
APPTYP	OVTIME STATUS
	POSCLS
	UNIV. STATUS
	LOCATION
	IMMED SUPV #
CAMPUS ADDRESS	CAMPUS PHONE
	EXT
TENURE STAT	TENURE DATE
	ORGN

ACTION CODES

- A - APPOINTMENT
- B - REAPPOINTMENT
- C - PROMOTION
- D - DEMOTION
- E - TRANSFER
- F - TRANSFER/PROMOTION
- G - RECLASSIFICATION
- H - RECLASSIFICATION/INCREASE
- I - INACTIVE
- J - MERIT INCREASE
- K - SALARY RANGE ADJUSTMENT
- L - SALARY ADJUSTMENT INCREASE
- M - SALARY ADJUSTMENT DECREASE
- N - EMPLOYMENT STATUS
- R - OVERTIME STATUS
- S - % OF TIME WORKED
- U - TITLE/RANK CHANGE
- V - OTHER
- W - LEAVE
- Y - RETURN FROM LEAVE
- AA - PERSONAL DATA
- BB - TERMINATION

Chairperson/Director/Department Head Date

Dean/Division Head Date

Employee Signature (For Personal Information Only) Date

Career Services Date

Human Resources Date

Prepared by Phone

*** THIS IS NOT A LABOR & LEAVE FORM. LABOR & LEAVE FORM MUST BE TURNED INTO THE PAYROLL OFFICE FOR PERSONNEL TO BE PAID. ***