

UMD Student Personnel Action Document

Empl ID #	Empl Rcd #	CHOOSE ONE: <input type="checkbox"/> Workstudy <input type="checkbox"/> Miscellaneous
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PERSONAL DATA

Name (Last)	(First)	(Middle)
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ACTION/REASON

Effective Date	Action	Reason

JOB INFORMATION

Position Management #	Work Location <input checked="" type="checkbox"/> UMN	Entity	DeptID	Job Info Job Code:	<input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Part time
Employee Class <input checked="" type="checkbox"/> Student Insurance Eligible	Standard hours: .01	Pay Group <input type="checkbox"/> Pay <input type="checkbox"/> Without Salary		Employee Type <input checked="" type="checkbox"/> Hourly	Compensation Rate \$
Appt Type <input type="checkbox"/> 8 (Posted Position) <input type="checkbox"/> 9 (Non Posted Position) <input type="checkbox"/> Y(Use with Job Codes 9512, 9513, 9522, 9523)		Appt Term <input checked="" type="checkbox"/> Z		Job Requisition#/Job Search #	

DISTRIBUTIONS

Effective Date	Combination (Combo) Code	Earnings Code	Hours/ pay period	Enc Option (N)

COMMENTS:

Prepared by:	Phone:	Date:
Authorized Signature: <i>(MUST BE DIFFERENT THAN PREPARER)</i>		Date: