

# PERSONNEL ACTION SET-UP FORM

for New Hires (paid and non-paid), Additional Assignments, Re-Hires and Job Transfers

SOCIAL SECURITY	EMPL ID #	NAME: LAST, FIRST MIDDLE		
HOME DEPARTMENT	HOME DEPT CODE	UNION CODE	FTE	UNIVERSITY TERM

**ASSIGNMENT INFORMATION**

<b>REQUIRED: CHECK APPROPRIATE ACTION REASON</b>						EFFECTIVE DATE	EMPL REC #	
<input type="checkbox"/> NEW HIRE <input type="checkbox"/> ADD ADDITIONAL ASSIGNMENT <input type="checkbox"/> RE-HIRE <input type="checkbox"/> JOB TRANSFER							<small>(HR Use Only)</small>	
JOB CODE	POSITION TITLE			POSITION #	WORKING TITLE <i>(if applicable)</i>			
ASSIGNMENT DEPARTMENT		DEPARTMENT #	REPORTS TO <i>(Name)</i>		REPORTS TO POSITION #			
FLSA	SHIFT		PRIM ASSN	TENURE STATUS <i>(if applicable)</i>	ASSN FTE	ASSN TERM	UNION CODE	EMPL CLASS
	1	2	3	Y or N				<small>(HR Use Only)</small>
ASSIGNMENT BEGIN		ASSIGNMENT END		BASE SALARY / WAGE		ACTUAL SALARY <i>(for period of assignment)</i>		

For changes to the Position Allowance Model (P.A.M.) funding components, please complete a Position Change Order (PCO) form. *(The PCO is available at [http://www.uvm.edu/~ofabweb/?Page=Budget\\_Building\\_Materials/Forms\\_Budget\\_Building.html](http://www.uvm.edu/~ofabweb/?Page=Budget_Building_Materials/Forms_Budget_Building.html))*

**REQUIRED-** SELECT ONE:  NO CHANGES TO P.A.M.     P.A.M. CHANGES; UPDATED P.C.O. EMAILED     N/A

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JOB CODE	POSITION TITLE			POSITION #	WORKING TITLE <i>(if applicable)</i>			
ASSIGNMENT DEPARTMENT		DEPARTMENT #	REPORTS TO <i>(Name)</i>		REPORTS TO POSITION #			
FLSA	SHIFT		PRIM ASSN	TENURE STATUS <i>(if applicable)</i>	ASSN FTE	ASSN TERM	UNION CODE	EMPL CLASS
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**REQUIRED-** SELECT ONE:  NO CHANGES TO P.A.M.     P.A.M. CHANGES; UPDATED P.C.O. EMAILED     N/A

**COMMENTS**

FORM PREPARED BY	DATE	SUPERVISOR	DATE	DEAN/ APPROPRIATE ADMINISTRATOR	DATE
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