

Personnel Action Set-Up Form INSTRUCTIONS

The Personnel Action Set-Up Form is used each time an “active” assignment is set-up in PeopleSoft through the creation of an Employee Record (“Empl Rcd”). Information is entered in the un-shaded areas on this form. The completed form is submitted to Human Resource Services for processing. Please do not submit this form electronically.

THIS FORM IS TO BE USED FOR THE FOLLOWING PERSONNEL ACTION REASONS:

Note: this form is not to be used to set-up Temporary Positions.

- 1) New Hire: hiring a new employee who does not already hold a UVM position
- 2) Add an Additional Assignment: setting up an additional Empl Record to support another assignment for an existing employee.
Note: The additional assignment may be secondary, or it may become the primary position. (ex: non-paid secondary appt)
- 3) Re-Hire: an employee returning to the same position at the University
- 4) Job Transfer: a current UVM employee transferring from one job to another

ENTER THE FOLLOWING INFORMATION IN THE TOP SECTION OF THE FORM

Social Security # and **Empl Name** of the employee

Empl ID: (for existing employees)

Home Department: The department primarily responsible for Personnel Actions affecting the employee

Home Dept Code: The five-digit numeric code for the Home Department

Union Code: (for existing employees)

University FTE: The sum of all assignments' FTEs for like time periods. Cannot exceed 1.0 (100%)

University Term: The maximum number of months for any and all assignments

ASSIGNMENT INFORMATION

Note there are two sections of Assignment Information to accommodate adding more than one assignment and Empl Record.

Action Reason: Note the Action Reason by marking the appropriate action with an 'X'

Effective Date: The first date this assignment will begin

Empl Record #: For HR use only

Job Code: The four-digit code that corresponds with the Position Title

Position Title & Position #: Title of position to be set-up and six-digit number that identifies this position

Working Title: Optional; please note if an employee's Working Title differs from their Position Title

Employee Department & Department #: The name of the dept responsible for assignment; the Dept # is a five-digit numerical code

Reports To (Name) & Position #: Name of the supervisor or appropriate administrator and their six-digit Position number

FLSA: Fair Labor Standards Act. E=Exempt; NE=Non-Exempt

Shift: A one-digit number that identifies the assignment shift, i.e., 1=Day, 2=2nd, 3=3rd & Rotating

Prim Assn: “Y” (Yes) is used to identify the primary assignment. All other assignments will become secondary

Tenure Status: The tenure status of each faculty position must be noted. Choices are “Not Eligible”, “Tenure-Track, Not Tenured” or “Tenured.” COM also may use “NTCT”

Assn FTE: The FTE for this particular assignment. Must be between 0.0 and 1.0

Assn Term: The length of this assignment in months. Choices are: 4 (fall), 5 (spring), 9 (academic year), 10, 11 & 12 months

Union Code: Assignments represented by a bargaining unit, enter the associated code or note “NU” for non-represented assignments

Empl Class: For HR use only

Assignment Begin & End Dates: Beginning and end dates of the assignment

Base Salary/ Wage: The base salary or hourly rate applicable to this assignment. If there is more than one assignment, then each position will have a base salary or hourly rate

Actual Salary: The actual salary or hourly rate applicable to this specific assignment

POSITION ALLOWANCE MODEL (Must be completed for all actions)

All changes to the Position Allowance Model (PAM) funding components that result from the actions noted on the PA-Set-Up form must be communicated to FAB via a Position Change Order (PCO). The PCO is available <http://www.uvm.edu/~ofabweb/> Please indicate if you have a) No Changes, b) Changes; Updated PCO e-mailed or c) Not Applicable (if this section does not pertain to your submission).

COMMENTS: Use this space to further explain the transaction(s) on this form. For example, you may want to include a lengthier description that is not captured elsewhere on the form.

SIGNATURES: Signatures and dates are required for the following: Person preparing the form, Supervisor of Employee, and the Dean/ Appropriate Administrator as needed.

QUESTIONS: Please contact Human Resource Services at 802-656-3150 or e-mail HRSInfo@uvm.edu.