THE UNIVERSITY OF VERMONT

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	UNIVERSITY FTE	TERM

ASSIGNMENT INFORMATION

REQUIRED: CHECK APPROPRIATE ACTION REASON

_____ NEW HIRE _____ ADD ADDITIONAL ASSIGNMENT _____ RE-HIRE _____ JOB TRANSFER

EFFECTIVE DATE	EMP REC #
	(HR Use Only)

JOB CODE	POSITION TITLE	POSITION #	WORKING TITLE *(if applicable)*

ASSIGNMENT DEPARTMENT	DEPARTMENT #	REPORTS TO *(Name)*	REPORTS TO POSITION #

FLSA	SHIFT 1 2 3	PRIM ASSN Y or N	TENURE STATUS *(if applicable)*	ASSN FTE	ASSN TERM	UNION CODE	EMPL CLASS *(HR Use Only)*

ASSIGNMENT BEGIN	ASSIGNMENT END	BASE SALARY/ WAGE	ACTUAL SALARY *(for period of assignment)*

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)*

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

ASSIGNMENT INFORMATION

REQUIRED: CHECK APPROPRIATE ACTION REASON

_____ NEW HIRE _____ ADD ADDITIONAL ASSIGNMENT _____ RE-HIRE _____ JOB TRANSFER

EFFECTIVE DATE	EMP REC #
	(HR Use Only)

JOB CODE	POSITION TITLE	POSITION #	WORKING TITLE *(if applicable)*

ASSIGNMENT DEPARTMENT	DEPARTMENT #	REPORTS TO *(Name)*	REPORTS TO POSITION #

FLSA	SHIFT 1 2 3	PRIM ASSN Y or N	TENURE STATUS *(if applicable)*	ASSN FTE	ASSN TERM	UNION CODE	EMPL CLASS *(HR Use Only)*

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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

PROCESSED: CLASS & COMP _____   PAYROLL RECORDS _____   FAB _____   page _____ of _____