PART-TIME EMPLOYEE PERSONNEL ACTION DOCUMENT

Name					_ S#		
(Last)				(First)			
Effective DateI		Department		_Position#			
	☐ Adjunct Ins	structor \Box Var	riable-Hou	ır □ Student-Hourly □ Work-Stu	dy 🗆 Temporary	Classified	
EMPLOYE	E STATUS CI	HANGE	Reason_				
□ Classificat	ion Change		From	1	Го		
☐ Salary Rate Change* *Biweekly rate changes require se				supervisor and H.R. representative a			
☐ Departmental Transfer (include ORGs)			From		Го		
☐ Home or Timesheet ORG Change			From		То		
☐ Position Number Change (Work Study)			From	To			
☐ Title Chan	ge		From		Го		
Supervisor C	hange – Utilize	e Supervisor/Ap	prover Ch	nange Form			
FUNDING C	ORG CODE C	CHANGE*					
From: ORG	CODE	Percen	t	To: ORG CODE _	Perce	ent	
Rec	quires signatur	e of supervisors	from both	n departments. Employee's signature	not required.		
SEDA DA TI	N EDOM EN	MPLOYMENT					
	orked						
			office he	fore initiating any dismissal actions.)			
				second level supervisor signature is r	equired *		
	•	•		☐ End of Temporary Appointment	•	e Banner Access?	
- Kesignatio	ii (1 icase mei	ide resignation i	cttc1)	- End of Temporary Appointment		e Banner Access:	
SIGNATUR	<u>ES</u>						
Employee, su	pervisor and H	IR signature req	uired by d	lefault for all changes unless specified	d above.		
				·			
Employee Sig	gnature *		Date	Supervisor Sign	nature	Date	
HR Signature			Date	1 0			
				*(When require	a)		
□ NBAPOSN	□ PPACERT	□ PDABCOV		IT	□ PTRUSER (s	upervisor OT eligible)	
□ NBAPBUD	□ NBAJOBS	GXADIRD		PEALEAV 🗆 LEAVE ADJ	□ NBAORGN		
□ PPAIDEN	□ PDABDSU	☐ Ins Enroll/Ter	m 🗆	PEAESCH	□ Copy for Pa	yroll	
□ PEAEMPL	□ PDADEDN	□ BenefitSolver	.	NTRRQUE (1 person, hrly)	□ BDM Scanr	ied	
☐ PPAGENL	□PDABENE	☐ Update Distr	o Lists 🗆	NBAJQUE (multiple people on same #	t, hrly) 40 AUDIT		