

PERSONNEL ACTION FORM

(New Hire/Rehire/Status Change/Transfer)

Rev 2022

NSU ID Employee Name Telephone

Center Department

Campus / Building

☐ Hourly (SharkTime) ☐ Salaried ☐ Faculty ☐ Temporary (SharkTime)

PROPOSED ACTION (Please note that all benefit elections must be made within 31 days of the Hire Date)

- | | | |
|--|---|--|
| ☐ New Hire | ☐ Promotion | ☐ Transfer |
| ☐ Rehire (Within 90 Days) | ☐ Job Reclassification | ☐ Org/Account Distribution Change |
| ☐ Temp. to Regular | ☐ Pay Rate Change | ☐ Scheduled Hours Change |
| | ☐ Other | <input type="text"/> |

POSITION INFORMATION

Hourly or Temporary Employees

Effective Date	Position Number	Hourly Rate (Kronos)
Title		
☐ Full Time ☐ Part Time		
Weekly Hours:	☐ 37.5 Hours ☐ Other	
Term:	☐ 12 Months ☐ Other	
Immediate Supervisor	NSU ID	Position No
Comments:		

Salaried Employees

Effective Date	Position Number	Annual Salary
Title		
Type:	☐ Full Time ☐ Part Time	
Weekly Hours:	☐ 37.5 Hours ☐ Other	
Term:	☐ 12 Months ☐ Other	
Immediate Supervisor	NSU ID	Position No
Comments:		

ACCOUNT DISTRIBUTION / REALLOCATION

		%			%			%			%
1st Org-Account #			2nd Org-Account #			3rd Org-Account #			4th Org-Account #		
		%			%			%			%
5th Org-Account #			6th Org-Account #			7th Org-Account #			8th Org-Account #		

Authorized Signature(s)	Date	Contact Person (Please Print)	Telephone	Date

HR USE ONLY

☐ Not Benefit Eligible

Change Reason Code:

Salary Grade / Level:

☐ Orientation for job duties only

Comments

Human Resources Representative

Date

Shared Services/PR: