

DePauw University
PERSONNEL ACTION SHEET
 (If changing positions status or transferring, Departments must consult with HR/Payroll)

Name: _____ Job Title: _____

Effective Date: * _____
 *First Day of Employment, Last Day Worked, or Effective Date of change

Classification/Rank Code #: _____
 Position (ResNav) #: _____
 Home Department: _____
 Business Unit (Division): _____
 Building: _____
 Room#: _____ Extension: _____

New Position Existing Position**
 **If Existing Position :
 Replaces: _____
 Their Ending Salary : _____
 Supervisor: _____
 Time Card Approver (If different than Supervisor):

TYPE OF ACTION: (Check all that apply)

NEW

SEPARATION***

Voluntary Separation
 Involuntary Separation

***Must Provide Reason on Back

Other (Explain in Special Information section below)

Position will be filled.
 Position will NOT be filled.

POSITION STATUS:

Full-time 12-month _____	Part-time 11-month _____	On-call 10-month _____	Temporary from _____ to _____ 9 1/2-month _____	Other (Explain in Special Info. nfnf6 (4nf)-9.6)
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Signature of Assoc. VP _____ Date Signed _____

BUDGET AUTHORIZATION
 Signature of Vice President for Finance _____ Date Signed _____

PERSONNEL ACTION SHEET

DePauw University
(Complete other side first)

SEPARATION INFORMATION

REASON FOR SEPARATION (Check all that apply):

Voluntary

Abandon Job
Better Position
Better Chance for Advancement
Dissatisfied with Job
Failure to Return from Leave

No Show
Person/Job Conflict
Quit Without Notice
Resignation
Retirement

Involuntary

Deceased
Disciplinary Action
Dismissal
End of Temporary Assignment
