Instructions for completing the Personnel Action Form

Many employee transactions are processed using the Personnel Action Form. Personnel Action Forms are to be initiated by departments and routed for the appropriate approvals whenever any of the following personnel actions are taken on an employee. If you need assistance with completing the form, please contact the Office of Human Resources.

a. **Appointments**- New specified time/title periods for the employee  
b. **Reappointment**- Extension of current appointment  
c. **Job assignment change**- a employee class or type change (i.e., Permanent to Temporary)  
d. **Interim Salary Adjustment**- Temporary salary adjustments for interim assignments  
e. **Supplemental Pay Request**- Pay for additional duties outside of permanent job.  
f. **One-Time Payment**- 1 month payment (i.e., Bonuses, Stipend, or Work Completed)

Section I -

1. **Employee Name**: Enter the employee’s name as follows: **Last, First, Middle Initial, Banner ID**  
   (e.g., Bender, Marian E.)  
   **Note**: If the employee does not have an ID number this is not the form to use.

2. **Department Name**: Enter the official department name.

3. **Campus Address/Phone Number**: Enter the employee address on campus. If the employee is working remotely, please enter their location address.

4. **State Physically Working**: This is the State where the work is physically being completed (NC – North Carolina)

5. **Position Number**: Enter the position number based on the employee type.

   ***For temporary assignments please use the assigned temporary position number assigned to your department for student and non-student positions. All Federal Work Study Students use the same position number. For further assistance, contact the Budget Office. ***

   ***These numbers are used for extra compensation assignments for permanent employees only. ***

   **Position XC1110**: Use for EHRA Non-Faculty employees ONLY  
   **Position XC1210**: Use for SHRA employees ONLY  
   **Position XC1310**: Use for Faculty employees ONLY

Section II: **Employee classification**

1. **Employment Class/Type**: Insert an ☒ or ☑ in the appropriate box that describes the employee’s classification.
   - EHRA Non-Faculty – Exempt from the Human Resources Act in a staff role.  
   - SHRA Non-Exempt – Subject to the Human Resources Act in a staff role can earn comp time.  
   - SHRA Exempt- Subject to the Human Resources Act in a staff role that cannot earn Comp time.
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- Undergrad Hourly – Any student (undergrad and graduate) working for hourly pay.
- Undergrad Flat- Any student (undergrad and graduate) working for a flat rate of pay.
- Full time – An employee working at least 30 hours per week.
- Part time – An employee working 29 or less hours per week.
- Non-Student Temporary Salaried – A non-permanent employee working for a flat rate.
- Non-Student Temporary Hourly – A non-permanent employee working for an hourly rate.
- Work Study- Any student awarded monies for Federal Work Study work for hourly pay.
- Affiliate - An individual not directly employed by the University but is granted access to confidential information to perform services for the University.
- Graduate Assistant- A graduate student that has been hired as a teaching or research assistant related to their field of study.

Section III: Assignment Status

Action request: Insert an ☒ or ☐ in the appropriate box that describes the action requested for the employee(s).
- Permanent- Employee who is leave/benefit earning.
- Temporary- A non-permanent employee
- Time limited- A permanent employee but is only employed for a specified time period.

Action request: Insert an ☒ or ☐ in the appropriate box that describes the action requested for the employee(s).
- Full time – An employee working at least 30 hours per week.
- Part time – An employee working 29 hours or less per week.

Number of Hours Per Week

Specify how many hours per week the employee will work.

Effective Date of Appointment/Service. Enter the effective date on which the change will occur for the employee. Enter effective date if a change, or both begin and end date for work assignment periods.

Section IV: Nature of Action

Action request: Check all that apply
- Appointment
- Reappointment
- Change of Status: a possible employee class or type change (i.e., Permanent to Temporary)

Action request: Insert an ☒ or ☐ in the appropriate box that describes the action requested for the employee(s).

Compensation
- Supplemental
- One-time payment
- Retention Bonus: a one-time bonus paid to retain an employee.
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Section V: Form Information

The person completing the form should provide their name. Check if this is a new form or a revised form (changing an existing assignment). Add form completion date.

Section VI: Reporting Information

***Only complete this section if it is for a New Hire or Promotion***

Add Supervisor Name, Banner ID, and Position Number.

Section VII: Time and Leave Reporting and Approval

Add timesheet/Leave Approver name here. Add timesheet org number. (Typically, this information is your department org number or a sub department under you division)

***If you are a new supervisor a Ram Tech ticket for Banner access will need to be completed. This allows you to be set up in Banner to gain access to your employee(s) timesheet/leave report.***

Section VIII: Salary, Budget, Contracts & Grants, Title III Information/Foundation

- How much total compensation are you paying the employee?
- What is the total budgeted amount for the position? (This amount can differ from what you pay the employee. Ex. I can budget $50,000 for the position and the total compensation can be $45,000.)
- How is the employee being compensated? (Choose one) Annually, Hourly, Per Semester, One Payment, or Flat Rate

Funding

Enter the FOAP (Fund, Organization #, Account #, Program) Activity Code may be required. Enter the percentage to be paid from each FOAP

***If you do not know the account and program number it will be entered by the campus funding office***

Routing for funding initials will depend on where your funds are coming from, reach out to the dept. to ensure you route to the correct person.

Examples:
- State Funds will route to the Budget department.
- Grant Funds will route to the Contracts and Grants department.
- Title III Funds will route to the Title III department.
- Foundation funds will be routed to the Foundation department, then to the Budget department.
- Board Action Required will be checked if the action has to receive Board of Trustee’s approval (i.e. interim appointments)
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Make sure the necessary department approvals are on your form. HR is not responsible for knowing who in your department should approve the form. If the signature and information is correct, we will process the form unless told otherwise.

Section IX: Justification and Comments

Add the justification for the action and any additional information that HR or anyone in the routing queue should know.

Approval:

**Hiring Official** - is the supervisor of the position, not necessarily the initiator of the form.

**Department Head/Director** – This could be the head of the department or the departmental budget approver.

**VC/Dean** – Only route to the VC or Dean if they request to approve or is the hiring official’s direct report.

**Office of Human Resources** – the action will be routed to the appropriate person that is responsible for the hiring of that employee type.

**NOTE: Federal Work Study, UG, and Temp actions ONLY require the Hiring Official, Department Head, the Campus Budget Office, and the Office of Human Resources approval.**

The “Submit” button will only show up once all required fields are entered.

See screenshot below to complete the routing queue.
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After everyone has approved the document, a final email will be sent from adobe sign with the completed document attached. IF you need to CANCEL the form, it can only be cancelled by the person whose queue it is in OR contact the OHR office to cancel.