



LAMAR INSTITUTE OF TECHNOLOGY

A Member of The Texas State University System

Current Date _____

F3.2 PERSONNEL ACTION FORM

SECTION A

Type of Action: _____ (*Explain in Comment Section F & attach documentation)

SECTION B

EMPLOYEE ID _____ SSN (New Hires Only) _____ PREFIX _____ FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____

DEPARTMENT NAME _____ JOB TITLE _____

ORG NUMBER _____ POSITION # _____

PO BOX _____ DEPT. PHONE # _____

SECTION C

FUNDING DISTRIBUTION OF POSITION

FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY (HR Use Only)	% OF FUNDING	AMT OF POSITION	BEGIN DATE	END DATE

SECTION D

JOB START DATE _____ JOB END DATE _____	PAY TYPE	MONTHLY SALARY _____ ANNUAL SALARY _____ CONTRACT PERIOD _____	CONTRACT PERIOD <input type="checkbox"/> 12 MONTHS <input type="checkbox"/> 9 MONTHS <input type="checkbox"/> 4/5MONTHS <input type="checkbox"/> 2/3 MONTHS	FTE (Only for Faculty & Staff) _____ %
	HOURLY RATE _____			
	ANNUAL SALARY _____ ONE TIME PAY _____			

SECTION E

LEAVE START DATE _____ LEAVE RETURN DATE _____ TYPE OF LEAVE _____

LEAVE _____

SECTION F

SEPARATION CODES _____ LAST DATE WORKED _____ REASON FOR SEPARATION _____

TERMINATION DATE _____

SECTION G

COMMENTS/NOTES/SPECIAL INSTRUCTIONS	FINANCIAL AID	PAYROLL
	<input type="checkbox"/> FEDERAL <input type="checkbox"/> STATE AMOUNT _____	

SECTION H

COMPLETE ON NEW FACULTY AND FACULTY STATUS CHANGES

HIGHEST DEGREE: _____ TENURE STATUS: _____ RANK: _____

SECTION I

ALL SIGNATURES IN BLUE INK		HUMAN RESOURCES TERM VAC HRS _____ FLSA COMP HRS _____ DEATH BENEFIT HRS _____ ENTERED BY/DATE _____	AS A RESULT OF THIS TRANSACTION, THE EMPLOYEE'S TOTAL FTE IS _____ PRIMARY SUPERVISOR'S INITIALS: _____ DEADLINES STUDENT/HOURLY AND ONE TIME PAY 15TH FACULTY/STAFF AND ONE TIME PAY 10TH
ACCOUNT MANAGER _____	DATE _____		
DEPT. CHAIR/DIRECTOR _____	DATE _____		
VP OF ACADEMIC AFFAIRS _____	DATE _____		
VP OF FINANCE _____	DATE _____		
PRESIDENT _____	DATE _____		
FINANCIAL AID _____ <small>(For All Student Workers Only)</small>	DATE _____		
BUDGET _____	DATE _____		
HUMAN RESOURCES _____	DATE _____		
PAYROLL _____	DATE _____		