

# REQUEST FOR PERSONNEL ACTION

**NOTE: SUPERVISORS - COMPLETE SECTION I, AND FORWARD TO THE HUMAN RESOURCES UNIT.**  
(All screening committee documentation and applications must accompany this request to HR.)

## SECTION I

<b>Nominee Name</b> <input style="width: 95%;" type="text"/>	<b>Social Security Number</b> <input style="width: 95%;" type="text"/>
<b>Street Address</b> <input style="width: 95%;" type="text"/>	<b>Home Phone</b> <input style="width: 25%;" type="text"/> <b>Cell Phone</b> <input style="width: 25%;" type="text"/>
<b>City, State, Zip</b> <input style="width: 95%;" type="text"/>	<b>Work Phone</b> <input style="width: 25%;" type="text"/> <b>Ext</b> <input style="width: 25%;" type="text"/>

<b>Position (Title/Rank):</b> <input style="width: 95%;" type="text"/>	<input type="checkbox"/> <b>Classified</b> <input type="checkbox"/> <b>Non-Classified</b> <input type="checkbox"/> <b>Term Faculty</b>	<b>Pay Grade:</b> <input style="width: 95%;" type="text"/>	<b>Minimum Salary</b>		
			<b>Annual:</b>	<b>Monthly:</b>	<b>Hourly:</b>
			\$ <input style="width: 40%;" type="text"/>	\$ <input style="width: 40%;" type="text"/>	\$ <input style="width: 40%;" type="text"/>
<input type="checkbox"/> <b>Regular Full-Time</b> Annual Dates of Appointment: Beginning: <input style="width: 40%;" type="text"/> Ending: <input style="width: 40%;" type="text"/>	<input type="checkbox"/> <b>Full-Time</b> (Less Than 12 Months) Number of Months: <input style="width: 40%;" type="text"/>	<input type="checkbox"/> <b>Grant Funded</b> (Important) Name of Grant: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	<input type="checkbox"/> <b>Temporary</b> Hours per day: <input style="width: 40%;" type="text"/> Days per week: <input style="width: 40%;" type="text"/> Weeks per year: <input style="width: 40%;" type="text"/> Start Date: <input style="width: 40%;" type="text"/> End Date: <input style="width: 40%;" type="text"/> (Max. allowable hours 1039 per year)		
<b>Start Date:</b> <input style="width: 40%;" type="text"/>	<b>FTE:</b> <input style="width: 40%;" type="text"/>	<b>Recommended Salary:</b> (Classified Staff-See Series 8 if above entry) <input style="width: 95%;" type="text"/>		<b>Campus:</b> <input style="width: 95%;" type="text"/>	

### REQUIRED SIGNATURES:

Immediate Supervisor:	Date:
Next Line Supervisor:	Date:
Next Line Supervisor:	Date:
Vice President of Unit:	Date:

## SECTION II

### HUMAN RESOURCES/AFFIRMATIVE ACTION APPROVAL:

Director of Human Resources:	Date:
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### BUDGET APPROVAL:

VP Finance:	Date:
Account Number: <input style="width: 95%;" type="text"/>	Position Number: <input style="width: 95%;" type="text"/>

### PRESIDENT OR DESIGNEE APPROVAL:

President or Designee:	Date:
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# HUMAN RESOURCES USE ONLY

## SECTION II – JOB OFFER

Job Offer by: \_\_\_\_\_  
Signature Date

Date Accepted: \_\_\_\_\_ Time Accepted: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Declined: \_\_\_\_\_ Time Declined: \_\_\_\_\_

Reason for Declining: \_\_\_\_\_

Other Comments: \_\_\_\_\_

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## SECTION II – WV 11 PROCESSING

Job Code: \_\_\_\_\_ Annual Budgeted FTE's \_\_\_\_\_

Position Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_

WV – 11 Ref #: \_\_\_\_\_ Fund Account #: \_\_\_\_\_

Personnel File Needed

Temporary File Needed

WV-11 Processed by: \_\_\_\_\_  
Signature Date