



# PERSONNEL ACTION FORM

## EMPLOYEE INFORMATION:

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Building Location: \_\_\_\_\_ Room #: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

## USPS APPOINTMENT INFORMATION ONLY:

Position No. \_\_\_\_\_ Classification Title: \_\_\_\_\_

FTE: \_\_\_\_\_ Class Code: \_\_\_\_\_ Pay Grade: \_\_\_\_\_ Dept. No. \_\_\_\_\_

Effective Date: \_\_\_\_\_ Biweekly Salary: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

## USPS ACTION: (Check all that apply)

- 01  New Hire
  - From OPS to USPS
  - 03  Promotion
  - 04  Demotion
  - 05  Reassignment/Lateral
  - 06  **TERMINATION:**
- LOA Without Pay \*
  - Return from LOA
  - Pay Additive \_\_\_\_\_
  - Change FTE \*\*
  - Change Acct. No. \*\*
  - Other

### REASON:

- \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year
- Resignation
  - Retirement
  - End of Temporary Appointment
  - Dismissal

## APPOINTMENT TYPE:

- 2  Probationary
- 3  Permanent
- 5  Temporary
- 6  Emergency
- 7  Trainee

Time Limited  Yes  
 No

Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## OPS APPOINTMENT INFORMATION ONLY: (MUST BE FILLED OUT COMPLETELY)

- Regular **Non-Student** OPS
- FIU Student:** (Must Show Valid ID)

Effective Date: \_\_\_\_\_ Dept. No. \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

**ACTION:**  New Hire  Rehire/Add Account #  Pay Increase  Terminate Account # \_\_\_\_\_

**FORM COMPLETED BY:** \_\_\_\_\_

Name

Department

Campus Phone

## AUTHORIZATIONS: Please provide the appropriate signatures based on your division's procedures:

Division/Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Administrative Head: \_\_\_\_\_ Date: \_\_\_\_\_

Contracts and Grants: \_\_\_\_\_ Date: \_\_\_\_\_

**REVIEWED:** Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Original: Human Resources  
Yellow: Payroll  
Pink: Department

\* LOA must include employee's request,  
departmental recommendation, and  
Human Resources Director's approval

\*\* USPS Rate Transfer Form Required