

THE COLLEGE OF WILLIAM AND MARY/VIMS

PERSONNEL ACTION FORM

Corporation <input type="checkbox"/> W&M State (204) <input type="checkbox"/> W&M Local (301) <input type="checkbox"/> VIMS (268)	Position Number	Effective Date	Select Type of Action for Classified/Wage and Faculty <input type="checkbox"/> New Appointment Please note for Faculty: <input type="checkbox"/> Reappointment Must complete <input type="checkbox"/> Promotion for all faculty changes. <input type="checkbox"/> In-Band Adjustment <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Salary/Rate Adjustment <input type="checkbox"/> Funding Change <input type="checkbox"/> Change Rank/Title <input type="checkbox"/> Change Tenure Status <input type="checkbox"/> Change Contract Term <input type="checkbox"/> Separation <input type="checkbox"/> Lateral Transfer <input type="checkbox"/> Other Data Change _____
Social Security Number	Name (Last, First, MI)		
Role Title/Internal Title			
Supervisor's Position Number			

ASSIGNMENT INFORMATION

Classified/Wage Position Type <input type="checkbox"/> FT Classified <input type="checkbox"/> PT Classified <input type="checkbox"/> Wage	Faculty Position Type <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> FT Instructional	Faculty Employment Status <input type="checkbox"/> FT Continuing <input type="checkbox"/> FT Restricted	Term of Contract or Employment <input type="checkbox"/> 9 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Other: Begin _____ End _____	Employee % Time Class/Wage Salary
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FACULTY RANK/TENURE STATUS

FACULTY LEAVE NOTIFICATION

Faculty Rank (codes on back)	Tenure Status <input type="checkbox"/> Ineligible (I) <input type="checkbox"/> Eligible (E) <input type="checkbox"/> Tenured (T) <input type="checkbox"/> Year _____	Begin Date	Leave Type <input type="checkbox"/> Education w/Pay (432) <input type="checkbox"/> Education w/o Pay (422) <input type="checkbox"/> Extended Sick w/Pay (430) <input type="checkbox"/> Other _____	End Date	% Pay
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SEPARATION INFORMATION

Last Day of Work:	Separation Code/Reason: (codes on back)
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HRS LABOR FUND SOURCES

PAYROLL DATA

PMIS DATA

FRS Account	Object code	Account %	Payroll Amount	Payroll %	Pgm/Sub Pgm	Fund	Amount %

PMIS SALARY INFORMATION

State Salary	Non-State Salary	Special Rate	Total Salary	Salary Average <input type="checkbox"/> A <input type="checkbox"/> I <input type="checkbox"/> N
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FOR HUMAN RESOURCES USE ONLY

Begin Date	End Date	Start Code	FTE	W&M Begin Date	State Begin Date
Pay Band	Hourly Rate	Annual Salary	Role Code	Anniversary Date	

APPROVALS

Supervisor/Dept. Head:	Date:	Budget:	Date:
Dean/Vice President:	Date:	Provost:	Date:
Employment:	I-9:	HRS:	PMIS:

Instructions for completing the “Personnel Action” Form:

Note: Complete ALL appropriate boxes.

- Corporation: Mark the correct corporation in which the position is funded;
- Position Number: Print the employee’s position number;
- Effective Date: Print the effective date of action taken;
- Select Type of Action for Classified/Wage and Faculty: Select the appropriate action of employee (classified, wage or faculty);
- Classified/Wage Position Type: Select the employee’s position type;
- Faculty Position Type: Select faculty position type;
- Term of Contract or Employment: Select the appropriate box according to the faculty contract;
- Employee % Time: Indicate % of work time;
- Faculty Leave Notification: Select the appropriate box per leave type for faculty;
- HRS Funding Sources: Department account number, Object Code and Account %;
- Approvals: Obtain all signatures with dates;

Faculty Rank Codes

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| 1...Lecturer |
| 2...Assistant Instructor |
| 3...Instructor |
| 4...Assistant Professor |
| 5...Associate Professor |
| 6...Professor |
| 7...Eminent Scholar Assistant Professor |
| 8...Eminent Scholar Associate Professor |
| 9...Eminent Scholar Professor |

Separation Codes

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| 100...Agency Transfer |
| 101...Resignation – Home Responsibilities |
| 102...Resignation – Obtained a Better Job |
| 103...Resignation – Dissatisfied with Current Job |
| 104...Resignation – Health Reasons |
| 105...Resignation – Pursue Educational Goals |
| 106...Resignation – Leaving Area |
| 107...Resignation – During Probationary Period |
| 108...Resignation – Military Services |
| 109...Resignation – Other Reasons |
| 113...Separated – Completion of Limited Appointment |
| 115...Separated – Layoff Leave Expired |
| 129...Separated – Layoff |
| 136...Disability Retirement |
| 137...Service Retirement |
| 138...Death |
| 140...Removed – Not Adapted for Assigned Work |
| 141...Removed – Violation of Standards of Conduct |
| 142...Removed – Unsatisfactory Performance during Probationary Period |
| 145...Removed – Failure to Report After Approved Leave of Absence |