

AUBURN UNIVERSITY PERSONNEL ACTION FORM

INITIAL EMPLOYMENT

PLEASE TYPE!

| | | | | | | | | | | |
|----------------------|------------|--------------------------------------|-------------------------|--------------|-------------------------|-----------------|--------------|-----------------|--------------------|-----------|
| Date Prepared: _____ | | EMPLOYEE ID | LAST | | FIRST | MIDDLE | SUFFIX | | | |
| Prepared by: _____ | | Timekeeping Location | | | Citizenship Nationality | | Print Date | | | |
| Phone Number: _____ | | Leave Hours Balances Upon Separation | | 210 Eligible | Sep. Code | Separation Date | | | | |
| | | Annual: | Sick: | | | | | | | |
| 12 | Emp Status | Current Hire Date | Calculated Service Date | Primary Div. | Primary Department | Primary Unit | Ck Dist Code | Retirement Date | Original Hire Date | Full/Part |

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|----|-----------------------|----------------|-----------------------|--------------------------|------------------------|------------------------------|--------------------------|------|-----|--------------------|-----------------|-----------------|----------------|---------------|-----------------------|-----------------|--------------|
| 15 | Cur-Job Status | Effective Date | LOA Reason | LOA Return Date | Accrual Comp Date | Extended Assignment End Date | Comments Per Assignment: | | | | | | | | | | |
| 16 | Job Group | Assign. No. | Assignment Begin Date | Assignment End Date | Event Codes Start Stop | Prior Link | Position No. | Flag | FTE | Regular Hours Paid | Salary Schedule | Pay Rate | Ann. Sal. Flag | Annual Salary | Out of Class Pay Amt. | Red Circle Rate | Lead Pay |
| 16 | Jobclass Code & Title | | | | | Earn Code | Timekeeping Location | | | | | Cal ID | Ass. Roll Flag | Assign. Div. | Assignment Dept | Assignment Unit | Pri. Benefit |
| 48 | Job Group | Assign. No. | Assignment End Date | Stop Event Code & Reason | | | Department Head | | | | | Dean/Director | | | | | |
| | | | | | | | EEO Officer | | | | | VP Pres/Provost | | | | | |

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| 48 | Job Group | Assign. No. | Assignment End Date | Stop Event Code & Reason | | | Department Head | | | | | Dean/Director | | | | | |
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