

*College of Natural Resources and the Environment
P.S.I.S. Personnel Action Form Information Worksheet*

Complete information below and forward to
Eileen Harris, 102 Fernald.

Date of Request _____

Employee Name _____ **Empl ID#** 100 _____

Soc. Sec. # (if no Empl ID#) _____ Campus ID (if known) _____

If employee, current appointment expires on _____

Action • NEW • Continuation • Termination • Change in Funding
From Speed # _____

For • Faculty • Professional • Classified • Hourly • Grad • Undergrad

Benefits? • Yes • No Workstudy? • Yes • No

Effective Dates FROM _____ TO _____ **No. of Wks.** _____

Hrs/Week _____ **\$/Hr** _____

OR **Bi-Weekly Salary \$** _____ OR **Stipend Amt \$** _____

Total Salary not to exceed (not including fringe costs) \$ _____

(For clerk only) **Fringe \$** _____ **Grand Total \$** _____

Bookkeeper's initials _____ *Clerk's initials* _____

Funding Source Name (i.e. Hatch, GOF, grant name): _____

Speed # _____ **PI Name** _____ **Phone #** _____

Fund # _____ **ID #** _____ **Project #** _____

2nd Funding Source Name (i.e. Hatch, GOF, grant name): _____

Speed # _____ **PI Name** _____ **Phone #** _____

Fund # _____ **ID #** _____ **Project #** _____

Department Head Approval _____ **Date** _____