



Saint Francis University (All * fields MUST be completed)

Fill and print

Personnel Action Form

1. **Employee Class/Type:** _____ (select from drop down menu) _____ (select faculty rank from drop down menu) _____ (faculty only)
 Tenure Track Full time
 Non-tenure Track Part time
 Visiting Temporary

2. **Action Request:** Status change Promotion Supplemental Pay (Refer to Section B)
 Salary adjustment Transfer Other (specify)

3. **Resignation/Termination/Retirement** – complete the online form on My.Francis; Faculty/Staff; HR Secure only!

SECTION A:

4. **Employee Name (Last, First, MI, Title)** _____

5. **Last 4 digits of Social Security Number** _____

6. **Position Title** _____

7. **Department Name** _____

8. ***Effective Date of Change** _____

9. **Supervisor** _____

10. **Hourly Rate** \$ _____ or **Annual Salary Amount** \$ _____

11. ***Will a contract be issued?** Yes _____ No _____

12. ***Account Number (required)** _____

SECTION B: Supplemental Pay Requests

13. ***Account Number to charge for payment:** _____

Pay Amount \$ _____ or **Lump Sum** \$ _____

Salary: \$ _____ per hour \$ _____ per semester
 \$ _____ annual \$ _____ stipend* **Pay over time period during the** _____ semester
 _____ to _____

*Stipend being paid to a student or hourly employee indicate hours worked per week

Description of work: Degree is considered a terminal degree Degree is not considered a terminal degree for promotion and tenure.

14. Approval Signatures:

Supervisor/Dept. Director _____ Date _____

Division Head _____ Date _____

Human Resources _____ Date _____

VP for Finance _____ Date _____

To be completed by Human Resources

Faculty CIP Code: _____ Faculty Discipline/Description: _____

Staff Salary Grade: _____ Entered in Jenzabar: