

DALTON STATE COLLEGE

PERSONNEL ACTION FORM

FOR DEPARTMENT/DIVISION USE:

DATE: _____

Request from (Department/Budget Unit): _____

Action: New Hire Hire Student Assistant Other _____
 Additional or Extra Pay employee name _____
 Termination employee name _____

Reason: New Position
 Vacant Position Replacing employee name _____
 Department Transfer: From _____ To _____

Position Title: _____ (attach current job description)

Type of Employment:
Regular: Full-time Part-time No. of hours per week _____
Temporary: Full-time Part-time No. of hours per week _____
Academic Faculty: 10 month 12 month Limited Term/Temporary
Academic Faculty: Tenure Track Non-tenure track _____

Employment Dates: Begin _____ End _____ (if temporary)

Proposed Salary: _____ Annual: _____ or Hourly: _____

Approved By: _____
Director / Department Head / Dean Date

FOR BUDGET USE:

Funds for this position are: Available NOT Available
Fund/Department ID/Program/Class/Project or Grant/Account: _____
Budget Position Number: _____ Budgeted Amount: _____
VP Fiscal Affairs _____ Date: _____

APPROVED: _____
VP for Academic Affairs / VP for Enrollment Services Date

APPROVED: _____
Vice President for Fiscal Affairs Date

FOR HR/PR USE:

by HR/PR: _____

Position Filled: Name _____ SSN _____

Effective Date: _____ PR Position No: _____ B-Cat: _____ Salary: _____

COMMENTS: _____
