

(The signatures below indicate that this form is in compliance with Civil Service Rules. For new employees, this offer is contingent upon your presenting documents which verify identity and employment eligibility to the Department of Human Resources within three (3) business days of the date you report to work.)

1. Check Appropriate Status:

☐ Classified

☐ Unclassified

☐ Faculty

2. Personnel Action:

(Specify Appointment Type or any personnel change, see [Instructions for Completing PAFs.](#))

3. Name: _____

(Last) (First) (Middle)

4. Highest Degree Earned: _____

Years of Related Experience: _____

5. Additional Training: _____

Years of Military Experience: _____

*6. Effective Date of Appointment: _____

Extended Through: _____

* NOTE: All unclassified employees hold their appointment on an at-will basis and serve at the pleasure of the University Administration and the ULS Board of Supervisors. This personnel action form is for administrative purposes only and does not guarantee employment for any specified period of time and does not constitute a contract. Faculty members who have an administrative assignment hold the administrative appointment on an at-will basis and serve at the pleasure of the University administration and the Board. No employee should be allowed to begin work until the Department Head has received an approved copy of this form.

7. Proposed Status: Rank or Title: _____

8. Campus Percent Effort: _____ Part-Time _____ % FTE _____ Full-Time (100% FTE)

9. Tenure Status: _____

10. Appointment Type: _____

FUND CODE	ORG CODE	PRG. CODE	MONTHLY RATE	ANNUAL SALARY

Remarks: _____

11. Last Incumbent: _____

12. New Position: _____

13. Name or the department where the employee will actually work: _____

14. Electronic Timesheet Approver (For Unclassified & Faculty positions only): _____

15. Are you transferring from another state agency, college/university? _____

If yes, give agency name: _____

I do hereby accept employment as herein provided: _____

(Signature of Applicant)

Department Head/Director

Date

Director of Title III Programs

Date

AVP for Human Resources

Date

Dean/Business Manager

Date

AVP for Budget & Planning

Date

Vice President for Finance

Date

Division Vice President

Date

Director of Grants Administration

Date

President

Date

Reminder: Please be sure to fill out an [Applicant Data Compliance Form](#) and attach it to your Personnel Action Form.