



# LAMAR UNIVERSITY

A Member of The Texas State University System

## F3.2 PERSONNEL ACTION FORM

DEPARTMENT MUST SELECT ONE IF EMPLOYEE IS A STUDENT:

Undergrad Student

Graduate Student

Current Date \_\_\_\_\_

(\*Explain in Comment section below & attach documentation.)

Type of Action \_\_\_\_\_

Empl ID \_\_\_\_\_ Prefix \_\_\_\_\_ 1st Name \_\_\_\_\_ 2nd Name \_\_\_\_\_ Last Name \_\_\_\_\_

Org Name \_\_\_\_\_ Job Title \_\_\_\_\_ Posn # \_\_\_\_\_ Dept Ext \_\_\_\_\_

Supvr Name \_\_\_\_\_ Supvr ID \_\_\_\_\_ Supvr Posn # \_\_\_\_\_ PO Box \_\_\_\_\_

Index	Fund	Org	Account	Program	Activity (HR Use Only)	% of Funding	Amt of Position	Begin Date	End Date

Job Start Date \_\_\_\_\_ Job End Date \_\_\_\_\_

Monthly Salary \_\_\_\_\_

Contract Period \_\_\_\_\_

FTE (Only for Faculty, Staff, Grad. Student)

Pay Type

Hourly Rate _____	Total Contract _____
Annual Salary _____	One Time Pay _____

Total Contract/Annual Salary ÷ Contract Period/ Number of Months to be Paid

\*\*Partial month payments will be based on the number of regular work days in the month.\*\*

Leave \_\_\_\_\_ Leave Start Date \_\_\_\_\_ Leave Return Date \_\_\_\_\_ Type of Leave \_\_\_\_\_

Separation Codes \_\_\_\_\_ Last Date Worked \_\_\_\_\_ Termination Date \_\_\_\_\_ Reason for Separation \_\_\_\_\_

Comments/Notes/Special Instructions	Financial Aid	Payroll
	<input type="checkbox"/> Federal	
	<input type="checkbox"/> State	
Amount _____		

### COMPLETE ON ALL FACULTY SERVING AS INSTRUCTOR OF RECORD

Highest Degree: \_\_\_\_\_ Tenure Status: \_\_\_\_\_ Rank: \_\_\_\_\_

### ALL SIGNATURES IN BLUE INK

Org Manager _____	Date _____	Intl Office _____	Date _____
Dean/Director _____	Date _____	Budget _____	Date _____
Vice President _____	Date _____	Human Resources _____	Date _____
Financial Aid _____	Date _____	VP, Finance & Op's _____	Date _____
Graduate Studies _____	Date _____	President _____	Date _____
		Payroll _____	Date _____

**HUMAN RESOURCES**

Term Vac Hrs \_\_\_\_\_ Death Benefit Hrs \_\_\_\_\_

FLSA Comp Hrs \_\_\_\_\_ Entered By/Date \_\_\_\_\_

**HUMAN RESOURCES (for Student Employees)**

Domestic Student \_\_\_\_\_ Intl Student \_\_\_\_\_

As as result of this transaction, the employee's total FTE is \_\_\_\_\_

Primary Supervisor's Initials: \_\_\_\_\_

**DEADLINES**

Student/Hourly Pay Due the 20th

Faculty/Staff and all One Time Pays Due the 19th