



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 15th