

PEOPLE SOFT ACTION FORM REQUEST

Date:

Prepared By:

NAME:		I.D. #
Effective Date	Action(s)	Code(s)
REMARKS:		

For GRADUATE ASSISTANTS			
RA / TA	MS / Ph.D.	Apt End Date:	NTE:

For LECTURERS
How many semesters?

For Non-Tenured Faculty			
Year of apt?	Apt End Date:	NTE:	Contract Duration?

Letter of Offer – Newly Hired/Transfer/EPRC actions

Letter of Intention/Notice – LWOP/Sabbatical/Change from 9 to 11 month/11 to 9 month

Justification – Increase in step/change in pay

Data Change – Indicate what changes were made TO & FROM

Pay Rate Change - Indicate what changes were made TO & FROM

Earnings Distribution Change – Change in Accounting Code TO & FROM

Position Change – Have you reviewed advertisement? Has this been approved?

For Dean's Office Use		
Document #	Date:	Initial:
REMARKS:		