



PERSONNEL ACTION FORM

Instructions at usm.edu/hr

HR USE ONLY	
Date:	Initials:
Record #:	Earn Code:

REQUIRED FIELDS DENOTED BY *

*Employee Name (Last, First) *Employee ID# *Phone

*Effective Date of Action Ending Date (If Applicable) *Contact Name

EMPLOYMENT

CAMPUS	HBG	GP	Stennis	GCRL	• CLASS	Faculty	Staff	Retiree	Student	GA	• WORK STUDY	CS	CSReads	CS Math	Other
Fund			Dept ID			Program			Project			%			Position #
Fund			Dept ID			Program			Project			%			Position #
School/Disc/Dept						P.O. Box			Phone				Job Level		Hours per Week

Job Title Replacement for

Supervisor ID (Time Approver) GA Appointment 9 months 10 months 12 months 3 months (summer) GA Code

STATUS Regular Temporary • Full-time Part-time 12-month 9-month • **TENURE STATUS** Tenure Tenure Track Non-Tenure Track Not Eligible

PAY GROUP Monthly Hourly Faculty 9/9 Summer GA Student • **FLSA** Exempt Non-exempt • **BENEFIT ELIGIBLE** Yes No

RATE OF PAY Annual GA Stipend Summer (Check one: Teaching Research) • 4-WK 1 4-WK 2 Full term **JOB POSTING #**

MAINTENANCE ACTIONS

FROM (CURRENT STATUS)	HBG	GP	Stennis	GCRL	• CLASS	Faculty	Staff	Retiree	Student	GA	
Fund			Dept ID			Program			Project	%	Position #
Fund			Dept ID			Program			Project	%	Position #
School/Disc/Dept Name								P.O. Box			Phone
Job Title									Job Level		Hours per Week

Supervisor ID (Time Approver) GA Code GA Appointment 9 months 10 months 12 months 3 months (summer)

STATUS Full-time Part-time • 12-mo 9-mo **BENEFITS** Yes No • **RATE OF PAY** Annual GA Stipend Hourly Monthly

TO (PROPOSED STATUS)

TO (PROPOSED STATUS)	HBG	GP	Stennis	GCRL	• CLASS	Faculty	Staff	Retiree	Student	GA	
Fund			Dept ID			Program			Project	%	Position #
Fund			Dept ID			Program			Project	%	Position #
School/Disc/Dept Name								P.O. Box			Phone
Job Title									Job Level		Hours per Week

Supervisor ID (Time Approver) GA Code GA Appointment 9 months 10 months 12 months 3 months (summer)

STATUS Full-time Part-time • 12-mo 9-mo **BENEFITS** Yes No • **RATE OF PAY** Annual GA Stipend Hourly Monthly

Replacement for **JOB POSTING #**

REMARKS (for all sections)

APPROVALS

Budget Auth/Princ Investigator	Date	Dean/Director	Date
HR	Date	Vice Pres/Provost (if necessary)	Date
President	Date	ORA/OFPA	Date