

**SEMEL/RESNICK STAFF HUMAN RESOURCES
PERSONNEL ACTION REQUEST**

Date Submitted: _____ / _____ / _____
MO DY YR

EMPLOYEE # _____

Requested Action

Effective Date: _____ / _____ / _____ **Employee Name:** _____
MO DY YR LAST, FIRST, MIDDLE

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> HIRE ACTION | <input type="checkbox"/> CHANGE IN STATUS | <input type="checkbox"/> BUDGET ACTION | <input type="checkbox"/> PRACTICE PLAN |
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Change Time Base | <input type="checkbox"/> Funding Change | <input type="checkbox"/> MD (Assoc. Phys. Diplomat) |
| <input type="checkbox"/> Rehire | <input type="checkbox"/> Equity/Exceptional Increase | <input type="checkbox"/> Change Percent Funded | <input type="checkbox"/> LCSW |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Limited to Career | <input type="checkbox"/> Split Funding | <input type="checkbox"/> Psychologist |
| <input type="checkbox"/> Overtime Appointment | <input type="checkbox"/> Temp Promo/Promo/Reclass | | <input type="checkbox"/> RN |
| <input type="checkbox"/> Dual Employment (please attach Dual Employment form) | <input type="checkbox"/> Resignation/Retirement | | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Additional Appointment | <input type="checkbox"/> Other Termination | | |
| <input type="checkbox"/> Work Study | <input type="checkbox"/> Other (Please Explain) | | |

Payroll Title: _____ Title Code _____ Time Base _____

Duration: _____ Rate of Pay _____ Step _____

Status: Limited Career Per Diem Contract Casual Restricted (*UCLA Student*) Graduate OR
 Undergraduate

Work Location: _____ Work Phone: _____ Supervisor _____ Sup# _____

Mail Code: _____

ACCT #	COST CTR	FUND	PROJECT CODE	SUB	% FUNDED		O / F	Funding Approval	Date
					Current	New			
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									

*EXPLANATION: _____

APPROVAL: _____ Date _____
DIRECTOR/SUPERVISOR ADMINISTRATOR Date _____

BUDGET OFFICE COMMENTS

