## PERSONNEL ACTION FORM

Delgado

		COMMUNITY		Date:
Nature of Action:	<ul><li>☐ Full Time Appt/Hire</li><li>☐ Hourly Appt/Hire</li><li>☐ Separation</li></ul>	<ul><li>☐ Transfer</li><li>☐ Promotion</li><li>☐ Salary Change</li></ul>	<ul><li>☐ Classification/Chan</li><li>☐ Leave of Absence</li><li>☐ Return from Leave</li></ul>	ge
	□ Separation	□ Salary Change		REQUIRED UNLESS NEW HIRE
Name:			LOLA / Banner #:	
COMPLETE AS FULLY AS POSSIBLE FOR ALL TRANSACTIONS  Current Social Security #:				
Address:				
			Date of Birth:	Gender:
			Race:	
Personal Email Address:			Personal Telepho	one:
Education:				
Highest Degree College/University Year Major  Retirement Information: Is he/she a member of a Louisiana Retirement System?   No  Yes* *If yes to either  No  No  No  No  No  No  No  No  No  No				
Retirement Information: Is he/she a member of a Louisiana Retirement System?   No Yes* *If yes to either  Is he/she retired from a Louisiana Retirement System?   No Yes* enter system name				
OLD POSITION DETAILS (if applicable): NEW POSITION DETAILS:				
Campus / Site				
Division / Department				
Position Title				
Academic Rank (if appropriate)				
Banner Position Number				
			_	
FOAPAL Account Number	er			
Time Cheet American	Fund Org	anization Account	Program Fund	Organization Account Program
Time Sheet Approver				
Proposed Salary	\$	☐ Salaried ☐		☐ Salaried ☐ Hourly
Effective Date	From:	JOB STATUS	From:	To:
□ unclassified staff □ faculty (9-month) □ civil service / classified				
□ interim unclassified staff □ faculty (12-month) □ classified WAE (1245 hrs/year max)				
☐ grants (9-month) ☐ administrator with rank ☐ exempt 4.1(c)8 / 4.1(d)1 (1245 hrs/year max				
grants (12-month) uttor other (requires a full explanation be attached)				
Reason for Transaction:				
Recommended: 1) Availability of Funds Supervisor/Division Dean/Executive Dean Date				
4)				
Assistant/Associate Vice Chancellor (if applicable)  Date				
3) One Date  Appropriate Vice Chancellor  Appropriate Vice Chancellor  Date  One Date				
Approved:				
5) Assist	tant Vice Chancellor for Human	Resources Date	7)Chanc	ellor Date Form