

EVERGREEN

The Evergreen State College

Personnel Action Form

Hiring Unit		Division		I-9 _____ <i>Initial</i>		Name of Supervisor						
Check all that apply: <input type="checkbox"/> Faculty <input type="checkbox"/> Student R/A <input type="checkbox"/> Exempt Staff <input type="checkbox"/> Classified Staff <input type="checkbox"/> Cyclic <input type="checkbox"/> Grant/Project <input type="checkbox"/> In-Training Position												
Banner Org Name				Department Code				Today's Date				
Employee Name		Last	First	Middle	Evergreen ID (A#) *		Birthdate		Phone #			
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr.									Home: Campus:			
Address		Street	City	State	Zip	Type of Personnel Action <input type="checkbox"/> Establish <input type="checkbox"/> Reappointment <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer <input type="checkbox"/> Reclassification <input type="checkbox"/> Separation <input type="checkbox"/> Other, Please Specify: _____			Salary Basis <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary Work Week Schedule <input type="checkbox"/> Scheduled regular <input type="checkbox"/> Scheduled alternate Overtime Eligibility <input type="checkbox"/> Eligible <input type="checkbox"/> Exempt			
Campus Address		Building	Room	Mailstop								
Effective Date	End Date	Range Step	Monthly Pos. Cost	Incr. Date	Hours Per Wk.	FTE	Org. Code	Account Code	Job Term (# months worked per year)			
Mo. Day Yr.	Mo. Day Yr.			Mo. Yr.								
I												
II												
III												
IV												
Position Title:									Class Code #	Position #		
I. Current												
II. Proposed												
III. Proposed												
IV. Proposed												
Remarks:												
Sig. of Appointing Authority					Date		Sig. of Budget Officer					Date
Sig. of Vice-President (for faculty/exempt only)					Date		Sig. of AVP Human Resources or Student Employment					Date

* Only for new hires, use Social Security number; this information is requested to carry out the IRS laws of the U.S. (IRC6109).