DePauw University PERSONNEL ACTION SHEET (If changing positions status or transferring, Departments must consult with HR/Payroll)

Name:				Job Title:		
Effective Date: *						
*First Day of Employment, Last Day Worked, or Effective Date of change				New Position	Existing Position**	
Classification/Rank Code #: Position (ResNav) #: Home Department: Business Unit (Division):				**If Existing Position	:	
				Replaces:		
				Their Ending Salary : Supervisor:		
						Building:
Room#:	Extension:			Time Gard Approver	(ii dinerent than eapervisor).	
TYPE OF ACTION: (Check all that apply)					
NEW					SEPARATION *** Voluntary Separation Involuntary Separation ***Must Provide Reason on Back	
				olain in Special section below)	Position will be filled. Position will NOT be filler.	
POSITION STATUS:						
Full-time	Part-time	On-call		mporary from		
12-month	11-month	10-month _	_	1/2-month 	Other (Explain in Special Info. nfnfo. nfnft6 (4nf)-9.	
Signature of Assoc. \					Date Signed	
BUDGET AUTHORIZ Signature of Vice Pre		e			Date Signed(Front side)	

PERSONNEL ACTION SHEET

DePauw University (Complete other side first)

SEPARATION INFORMATION REASON FOR SEPARATION (Check all that apply):

V	oluntary	Involuntary
Abandon Job	No Show	Deceased
Better Position	Person/Job Conflict	Disciplinary Action

Better Position Person/Job Conflict
Better Chance for Advancement Quit Without Notice
Dissatisfied with Job Resignation

Dissatisfied with Job Resignation End of Temporary Assignment Failure to Return from Leave Retirement

Dismissal