

Paris Junior College
PERSONNEL EMPLOYMENT ACTION REQUEST

Complete this form to notify the Human Resources Office of personnel/payroll changes other than part-time or overload teaching assignments. The form must be signed by the appropriate supervisor and administrative officer.

_____ New Hire _____ Rehire _____ Promotion _____ Change in Salary _____ Reassignment
_____ Change in full-time/part-time status _____ Account Number Change _____ Termination
_____ Resigned _____ Retired _____ for cause other _____

Name: _____

Employee ID: _____

Effective Date: _____

Position: _____

Department: _____

Employee Replaced: _____

Date Position Vacated: _____

Salary: _____

Account Number(s)

_____ Institutional Funding: _____

_____ Special Funding: _____

Funding Program: _____

Supervisor Approval

Date

Vice President Approval

Date

Director of Human Resources Review

Date

Vice President of Business Services Approval

Date

President

Date

HR Office Use Only	_____ Email Assigned	_____ Vector LMS	_____ Notify Appropriate Offices
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