



# Personnel Action Form

HR Website: <http://www.centralstate.edu/faculty/hr/index.php>

The section numbers indicated under each selection are mandatory completion.

**Shaded section completed by Human Resources**

Faculty

Adjunct Faculty

Staff

Graduate Assistant

<b>PERSONNEL ACTIONS</b>	<b>1 Name (First, Middle, Last)</b>										<b>MALE</b>		<b>Social Security No</b>		<b>Effective Date</b>				
											<b>FEMALE</b>				Start _____ End _____				
	<b>Type Of Personnel Action(s)- Complete Sections Listed For Action(s) Checked.</b>																		
	New Hire		Rehire		Add'l Services Supplemental Pay		Change in Pay Rate		Change in Account		Change in Classification		Corrections	Summer	Overload	Promotion	TWL	Leave of Absence	Voluntary Separation
Section 1,2,6		Section 1,2,6		Section 1,2,3,6		Section 1,2,6		Section 1,2,6		Section 1,2,6		Section 1,2,6	Section 1,2,6	Section 1,2,6	Section 1,2,6	Section 1,2,6	Section 1,5,6	Section 1,4,6	Section 1,4,6
Employee Work Location (Building)										Room Number		Office Phone Number		Supervisor					
Job Title					Department/ Project					Division									
<b>BUDGET</b>	<b>2 Position Number</b>	<b>Funding Source</b>				<b>Pay Frequency</b>		<b>Payroll</b>			<b>Pay Period Effective Dates</b>								
		E&G	Title III	Grants	Foundation	Bi-Weekly	Monthly	Hourly Rate	Salary Rate		Start	End							
	<b>Fund Code</b>	<b>Org Code</b>		<b>Acct Number</b>		<b>Program</b>		<b>Percentage</b>		<b>Benefits Eligibility</b>									
										Full-Time Benefits Eligible	Interim Benefits Eligible	Part-Time No Benefits	Temporary No Benefits						
<b>COMMENTS</b>	<b>3</b>																		
<b>SEPARATION</b>	<b>4 Reason</b>							<b>Last Day Worked</b>		Review the Separation Process to ensure all required separation documentation is submitted to Human Resources.									
	Department-Project/College-Division							Account Number		Job Title									
	Street Address For Forwarding (If Different From Current)					City			State		Zip								
<b>LEAVE</b>	<b>5 Last Day Worked</b>	<b>Expected Return Date</b>		<b>Actual Return Date</b>		<b>Early Return</b>	<b>Return on Time</b>	<b>Extension</b>		<b>Worker's Comp?</b>									
											<input type="checkbox"/> YES	<input type="checkbox"/> NO							
Leave Of Absence Form: <input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING				Type of Leave: <input type="checkbox"/> FMLA <input type="checkbox"/> MEDICAL <input checked="" type="checkbox"/> MILITARY <input checked="" type="checkbox"/> PERSONAL <input type="checkbox"/> SABBATICAL															
<b>APPROVAL</b>	<b>1) Director/ Dean</b>					<b>Date</b>		<b>4) Area Vice President/ Provost</b>					<b>Date</b>						
	<b>2) Title III</b>					<b>Date</b>		<b>5) Budget</b>					<b>Date</b>						
	<b>3) Grants/Foundation</b>					<b>Date</b>		<b>6) Human Resources</b>					<b>Date</b>						
	<b>7) Vice President Administration &amp; Finance/CFO</b>					<b>Date</b>		<b>8) President</b>					<b>Date</b>						
<b>SIGNATURE</b>	<b>7</b>																		
	<b>Temporary Employment:</b> Temporary employees may not work the full length of contract. Temporary workers do not work longer than <b>90 days</b> .					<b>Signature Statement: I have read and understand the signature statement regarding employment at Central State University.</b>  _____ Employee <span style="float: right;">Date</span>													



## Personnel Action Form

### Signature Statement

***Instructions: Review and Check Applicable Section***

#### **FACULTY EMPLOYEES:**

The Appointee's signature on this form and with the approval of the Board of Trustees will become a contract between you, the Appointee, and Central State University, Wilberforce, Ohio. The Appointee shall faithfully perform such teaching duties assigned to him by the Chairperson of each department of which Appointee is a member and such other duties as are usually generally associated with such responsibility as described in general in the Faculty Handbook. The applicable provision of the Ohio Revised Code, all applicable actions of the University's Board of Trustee, Faculty Handbook, as amended, and AAUP contract are hereby made a part of and incorporated into this agreement by reference.

#### **ADJUNCT EMPLOYEES:**

The Appointee's signature on this form and with the approval of the Board of Trustees will become a contract between you, the Appointee, and Central State University, Wilberforce, Ohio. The Appointee shall faithfully perform such teaching duties assigned to him by the Chairperson of each department of which Appointee is a member and such other duties as are usually generally associated with such responsibility as described in general in the Faculty Handbook. The applicable provision of the Ohio Revised Code, all applicable actions of the University's Board of Trustee, Faculty Handbook, as amended, and AAUP contract are hereby made a part of and incorporated into this agreement by reference.

- (1) Termination of Contract for Cause: Neither party shall have the right to terminate this agreement before the expiration of the term hereunder except for provisions and associated procedures stated in the Faculty Handbook and AAUP contract.
- (2) This agreement is subject to adequate appropriation by the Ohio State Legislature.
- (3) No more than 8 hours or two (2) courses will be assigned to adjuncts who are not regular CSU employees
- (4) Course assignments are contingent upon enrollment and subject to cancellation.
- (5) Final payment is contingent upon timely submission of final grades.

#### **GRANT-FUNDED EMPLOYEES:**

Appointee's signature on this form and with the consent of the Board of Trustee will become a contract between you (the Appointee) and Central State University, Wilberforce, Ohio. The Appointee agrees to perform faithfully the duties, as designated in the grant agreement to the best of Appointee's ability and will advise the immediate supervisor of any activities in which Appointee may engage, that may affect Appointee's employment relationship with the University and will not accept employment outside the University without prior written consent from the President. The pertinent provision of the Ohio Revised Code, Constitution, and actions of the Board of Trustee are hereby incorporated into this agreement by reference.

#### **CLASSIFIED/UNCLASSIFIED EMPLOYEES:**

The Appointee's signature on this form and with the approval of the Board of Trustee will become a contract between you (the Appointee) and Central State University, Wilberforce, Ohio. This contract will be subject to all policies, rules, regulations, union contract (if applicable) and the availability of adequate funding. The Appointee shall have the right to terminate this agreement by submitting a written resignation to the President not less than thirty (30) days prior to its effective dates; and the University may terminate this agreement prior to the expiration hereof on thirty (30) days notice to the Appointee or at any time for cause without notice. The University reserves the right and has the option to terminate this agreement if the Appointee becomes permanently disabled.

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Signature

Date