



Personnel Action Form

HR Website: https://www.centralstate.edu/about-csu-administration/human-resources

CSU ID:

The section numbers indicated under each selection are mandatory completion.

Shaded section completed by Human Resources

Faculty

Adjunct Faculty

Staff

Graduate Assistant

PERSONNEL ACTIONS	1 Name (First, Middle, Last)											MALE		Social Security No.			Effective Date												
												FEMALE					Start		End										
	Type Of Personnel Action(s)- Complete Sections Listed For Action(s) Checked.																												
	New Hire		Internal Rehire		Add'l Services Supplemental Pay		Change in Pay Rate		Change in Account		Title Change		Corrections		Summer		Overload		Promotion		TWL Interim		Leave of Absence		Voluntary Separation		Involuntary Separation		COE
Section 1,2,3,6		Section 1,2,3,6		Section 1,2,3,6		Section 1,2,3,6		Section 1,2,3,6		Section 1,2,3,6		Section 1,2,3,6		Section 1,2,3,6		Section 1,2,3,6		Section 1,2,3,6		Section 1,2,3,6		Section 1,3,5,6		Section 1,3,4,6		Section 1,3,4,6		Section 1,2,3,4,6	
Employee Work Location (Building)											Room Number		Office Phone Number			Supervisor													
Job Title						Department/ Project						Division																	
BUDGET	2 Position Number		Funding Source				Pay Frequency		Payroll			Fund Code		Fund Code															
			E&G		Title III		Grants		Foundation		Bi-Weekly		Monthly		Hourly Rate		Salary Rate												
	Fund Code		Org Code		Acct Number		Program		Percentage		Benefits Eligibility																		
											Full-Time Benefits Eligible		Interim Benefits Eligible		Part-Time No Benefits		Temporary No Benefits												
COMMENTS	3																												
SEPARATION	4 Reason											Last Day Worked		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																
	5																												
LEAVE	Last Day Worked		Expected Return Date			Actual Return Date			Early Return		Return on Time		Extension		Worker's Comp?														
															YES NO														
Leave Of Absence Form:																													
RECEIVED					PENDING					Type of Leave:																			
										FMLA MEDICAL MILITARY PERSONAL SABBATICAL Unpaid Leave																			
APPROVAL	6 1) Director/ Dean							Date		4) Area Vice President/ Provost					Date														
	2) Title III							Date		5) Budget					Date														
	3) Grants/Foundation							Date		6) Human Resources					Date														
	7) Vice President Administration & Finance/CFO							Date		8) President					Date														

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.

Signature

Date