0	THE GEORGE
200	WASHINGTON
Jest 1	UNIVERSITY
	WASHINGTON DC

## **Personnel Action Form**

**Complete All Sections Required for Action** 

RECO	MMENDED ACTION - VALUE	BE COMPLETED				PREPARED BY:						
	PROMOTION 1, 3, 4, 8	JOB TITLE CHAI		LEAVE OF ABSENCE 1, 5, 8								
			STATUS CHANGE 1, 3, 8		RETURN FROM LEAVE 1, 5, 8		DATE PREPARED:					
	WAGE ADJUSTMENT 1, 3, 4, 8		HOURS CHANG	E 1, 3, 8	$\square$ wo	RKERS COM	IP. 1, 6, 8	РНО	NE:			
	DEPARTMENT TRANSFER 1, 2	., 7, 8	TERMINATION	1, 6, 8	RE	I'N WORKEF	RS COMP. 1, 6, 8	FAX				
	ASSIGN SECONDARY POSN 1	, 3, 8	SHIFT CODE 1, 3	8, 8	LO	CATION COI	DE 1, 2, 8					
	EFFECTIVE DATE:							REMAI	RKS:			
	CURENTCODIC NAME AND CRUTD											
1.	SUPERVISOR'S NAME AND GWID											
	GWID: EMPLOYEE STATUS:			TATUS.	-							
	GWID: EMPI			JIA105.								
	CURRENT HIRE DATE:	ADJUSTED SI	ERVICE DATE:	-								
	EMPLOYEE NAME (LAS	F, FIRST, MI)										
2	BANNER HOME DEPART	MENT CODE		DEPARTMENT	OR SPONSOR	ED PROJE	CT AWARD	DESCRIPT	ION			
2.												
	EMPLOYER	CLASS/DESCR	IPTION	HOURS	PAY FTE	PAY ID	SHIFT	FLSA COI	)E F	T/PT (	ONTRACT TYP	PΕ
3.												
	POSITION NO.	SUFFIX GR	ADE	PO	SITION TITLE					Job Location		
				10						Job Docation		
4.												
	BEGIN DATE END	DATE		WORKING T	TLE	H	OUR RATE	SALARY		JOB CHANG	E REASON	
	L	EAVE CODE		LEA	VE BEGIN DAT	)E	LAST DAY	WORKEE		ACTUAL LEA	VE RETURN DA	TE
_												
5.												
5.		1	FERM CODE				LAST DAY	WORKEL	R	EHIRE ELIGIB	ILITY	
		1	FERM CODE				LAST DAY	WORKEL	R	EHIRE ELIGIB	ILITY	
5. 6.		1	TERM CODE				LAST DAY	WORKEL	R	EHIRE ELIGIB	LITY	
	BANNER INDEX	ACCOUNT NO			PE	RCENT	LAST DAY	WORKED	R	EHIRE ELIGIB	ILITY	
	BANNER INDEX				PE	RCENT	LAST DAY					
	BANNER INDEX				PE	RCENT	LAST DAY	Split D	istrib	utions must	equal 100%	<i>/</i> 0.
	BANNER INDEX				PE	RCENT	LAST DAY	Split D Change	istrib es to j	utions must ob labor dis	equal 100% stributions 1	<i>/</i> 0.
6.	BANNER INDEX				PE	RCENT	LAST DAY	Split D Change assocat	istrib es to j ed to	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	<i>/</i> 0.
6.	BANNER INDEX				PE	RCENT	LAST DAY	Split D Change assocat	istrib es to j ed to	utions must ob labor dis	equal 100% stributions 1 nust be	/0.
6.	BANNER INDEX	ACCOUNT NO				RCENT	LAST DAY	Split D Change assocat	istrib es to j ed to	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	/0.
6.	FINANCIAL MANAGER/I	ACCOUNT NO	TAL		PE	RCENT	LAST DAY	Split D Change assocat	istrib es to j ed to	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	<i>/</i> 0.
6.		ACCOUNT NO	TAL			RCENT		Split D Change assocat	istrib es to j ed to ed by	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	/0.
6.	FINANCIAL MANAGER/I PRINT NAME	ACCOUNT NO	TAL		SIGNATURE	RCENT		Split D Change assocat	istrib es to j ed to ed by DATE	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	/0.
6.	FINANCIAL MANAGER/I PRINT NAME DIRECTOR/DEAN	ACCOUNT NO	TAL			RCENT		Split D Change assocat	istrib es to j ed to ed by	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	<i>/</i> 0.
6.	FINANCIAL MANAGER/I PRINT NAME	ACCOUNT NO	TAL		SIGNATURE	RCENT		Split D Change assocat	istrib es to j ed to ed by DATE	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	/0.
6.	FINANCIAL MANAGER/I PRINT NAME DIRECTOR/DEAN PRINT NAME	ACCOUNT NO	TAL		SIGNATURE	RCENT		Split D Change assocat	istrib es to j ed to ed by DATE	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	<i>/</i> 0.
6.	FINANCIAL MANAGER/I PRINT NAME DIRECTOR/DEAN PRINT NAME VICE PRESIDENT	ACCOUNT NO	TAL		SIGNATURE	RCENT		Split D Change assocat	istrib es to j ed to ed by DATE	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	<i>/</i> 0.
6.	FINANCIAL MANAGER/I PRINT NAME DIRECTOR/DEAN PRINT NAME	ACCOUNT NO	TAL		SIGNATURE	RCENT		Split D Change assocat	istrib es to j ed to ed by DATE	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	/0.
6.	FINANCIAL MANAGER/I PRINT NAME DIRECTOR/DEAN PRINT NAME VICE PRESIDENT PRINT NAME	ACCOUNT NO	TAL		SIGNATURE			Split D Change assocat process	istrib es to j ed to ed by DATE DATE	utions must ob labor dis a transfer 1 the on-line	equal 100% stributions r nust be EPAF.	<i>/</i> 0.
6.	FINANCIAL MANAGER/I PRINT NAME DIRECTOR/DEAN PRINT NAME VICE PRESIDENT	ACCOUNT NO	TAL	FACULTY PERSON	SIGNATURE SIGNATURE SIGNATURE	RCENT	LAST DAY	Split D Change assocat	istrib es to j ed to ed by DATE DATE	utions must ob labor dis a transfer 1	equal 100% stributions 1 nust be	<i>/</i> 0.
6.   7.   8.	FINANCIAL MANAGER/I PRINT NAME DIRECTOR/DEAN PRINT NAME VICE PRESIDENT PRINT NAME HUMAN	ACCOUNT NO	TAL		SIGNATURE SIGNATURE SIGNATURE			Split D Change assocat process	istrib es to j ed to ed by DATE DATE	utions must ob labor dis a transfer 1 the on-line	equal 100% stributions r nust be EPAF.	<i>/</i> 0.
6.	FINANCIAL MANAGER/I PRINT NAME DIRECTOR/DEAN PRINT NAME VICE PRESIDENT PRINT NAME HUMAN	ACCOUNT NO	TAL		SIGNATURE SIGNATURE SIGNATURE C EL			Split D Change assocat process	istrib es to j ed to ed by DATE DATE	utions must ob labor dis a transfer 1 the on-line	equal 100% stributions r nust be EPAF.	<i>/</i> 0.
6.   7.   8.	FINANCIAL MANAGER/I PRINT NAME DIRECTOR/DEAN PRINT NAME VICE PRESIDENT PRINT NAME HUMAN RESOURCES	ACCOUNT NO	TAL TAL TAL TAL	PERSONN	SIGNATURE SIGNATURE SIGNATURE C EL	TTIALS	DATE	Split D Change assocat process	istrib es to j ed to ed by DATE DATE GET	utions must ob labor dis a transfer r the on-line	equal 100% stributions r nust be EPAF.	<i>/</i> 0.