THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

Personnel Action Form
Complete All Sections Required for Action

RECOMMENDED ACTION - VALUES PER ACTIVITY DENOTED REQUIRED SECTIONS TO BE COMPLETED

☐ PROMOTION 1, 3, 4, 8	☐ JOB TITLE CHANGE 1, 4, 8	☐ LEAVE OF ABSENCE 1, 5, 8
☐ DEMOTION 1, 3, 4, 8	☐ STATUS CHANGE 1, 3, 8	☐ RETURN FROM LEAVE 1, 5, 8
☐ WAGE ADJUSTMENT 1, 3, 4, 8	☐ HOURS CHANGE 1, 3, 8	☐ WORKERS COMP. 1, 6, 8
☐ DEPARTMENT TRANSFER 1, 2, 7, 8	☐ TERMINATION 1, 6, 8	☐ RET'N WORKERS COMP. 1, 6, 8
☐ ASSIGN SECONDARY POSN 1, 3, 8	☐ SHIFT CODE 1, 3, 8	☐ LOCATION CODE 1, 2, 8

PREPARED BY:

DATE PREPARED:

PHONE:

FAX:

1.

EFFECTIVE DATE:

REMARKS:

SUPERVISOR'S NAME AND GWID

GWID:

EMPLOYEE STATUS:

CURRENT HIRE DATE:

ADJUSTED SERVICE DATE:

EMPLOYEE NAME (LAST, FIRST, MI)

2.

BANNER HOME DEPARTMENT CODE	DEPARTMENT OR SPONSORED PROJECT AWARD DESCRIPTION

3.

EMPLOYEE CLASS/DESCRIPTION	HOURS / PAY	FTE	PAY ID	SHIFT	FLSA CODE	FT/PT	CONTRACT TYPE

4.

POSITION NO.	SUFFIX	GRADE	POSITION TITLE	Job Location

BEGIN DATE	END DATE	WORKING TITLE	HOUR RATE / SALARY	JOB CHANGE REASON

5.

LEAVE CODE	LEAVE BEGIN DATE	LAST DAY WORKED	ACTUAL LEAVE RETURN DATE

6.

TERM CODE	LAST DAY WORKED	REHIRE ELIGIBILITY

7.

BANNER INDEX	ACCOUNT NO.	PERCENT
TOTAL		

Split Distributions must equal 100%. Changes to job labor distributions not assocated to a transfer must be processed by the on-line EPAF.

8.

FINANCIAL MANAGER/DEPARTMENT HEAD PRINT NAME	SIGNATURE	DATE
DIRECTOR/DEAN PRINT NAME	SIGNATURE	DATE
VICE PRESIDENT PRINT NAME	SIGNATURE	DATE

9.

HUMAN RESOURCES	INITIALS	DATE	FACULTY PERSONNEL	INITIALS	DATE	BUDGET	INITIALS	DATE
BENEFITS	INITIALS	DATE	HRIS	INITIALS	DATE	PAYROLL	INITIALS	DATE