

PERSONNEL ACTION FORM 2

[] Appointment [] Academic HRM Log#
[] Retirement/Separation [] Classified HRM Trans
[] Other [] Unclassified HRM Form#

CAMPUS [] LSU AgCenter [] LSU - Baton Rouge
[] Other

NAME (Last, First MI) SSN(Required for new appt only)

NATURE OF ACTION - (A - academic only; C - classified only) MARK ALL THAT APPLY:

- [] Add'l Comp [] Change Percent Effort (A) [] Leave Without Pay [] Term of Detail to Spec Duty
[] Add or Delete unit/campus cross-chg [] Change Source of Funds [] Merit Increase [] Transfer in from other:
[] Appt - Job (C) [] Change Standard Workwk (C) [] Name Change Agency Campus Dept.
[] Appt - Probational (C) [] Continuation (A) [] Promotion [] Transfer out to other:
[] Appt - Provisional (C) [] Continuation Temp to Reg (A) [] Reallocation (C) Agency Campus Dept.
[] Appt - Reemployment (C) [] Cont of Detail to Spec Duty [] Reassignment (C) [] Other - list
[] Appt - Retiree Reemployment [] Cont of Job Appt (C) [] Resignation
[] Appt - Regular (A) [] Cont of Leave Without Pay [] Retirement
[] Appt - Restricted (C) [] Demotion [] Return from Leave Without Pay
[] Appt - Temporary (A) [] Detail to Special Duty [] Salary Increase - list reason
[] Change Gratis to Paid Status (A) [] Dismissal (C)
[] Change Paid to Gratis Status (A) [] Increase in Local Funding (A) [] Termination - Non-renewal appt

FROM TO (Complete only if changing)

Title
Division
Unit/Region

Percent Effort Position # Percent Effort Position #

EFFECTIVE DATE CURRENT APPT END DATE FUNDS END DATE

TEMP ACTION END DATE Complete for classified appointments only: Standard Work Week Work Schedule

For appointments/separations only: Home Address

For appointments/transfers only: Work Location and Phone

Complete for separations only: Reason Last Day Worked

REMARKS (e.g., EEO status, leave balances, tenure, additional compensation, justification/payment schedule, etc.):

Complete the following line for Classified Employees only:

Pay Rate FROM: /hr /mo TO: /hr /mo

Parish Chair Signature Date

Portion below to be completed by HRM for parish classified employees.

ACCOUNTING DATA:

Table with columns: Finance Approval, Account Number, Current Annual Salary, Proposed Annual Salary, Object/Project

Pay Basis From To
Academic Year [] []
Fiscal Year [] []
Period of Appt [] []
Other

For HRM Use Only:
Action Reason Pay Reason
Ret. System / Rel Ind
Tenure Race Sex
Appt Typ Parish Cd: Work Res
Citizenship / Visa
[] TEMP [] REG Med Tax [] YES [] NO
Empl Grp Title Cde
DOB / / Pay Level
CS Auth Annv Dt / /
Leave Education: Degree/Discipline/Instit:

For Payroll Use Only:

Signed Unit Head Date

Approved Vice Chancellor Date

Approved Dean/Director Date

Approved Chancellor Date

Initials Date