


  
**PERSONNEL ACTION FORM**

EMPLOYEE: \_\_\_\_\_ EFT DATE: \_\_\_\_\_

NEW HIRE    TERMINATION    SALARY ADJUSTMENT    BONUS    TITLE CHANGE\*    IPA CHANGES    OTHER

**EMPLOYEE/NEW HIRE DATA**

Grant or Fund Title: \_\_\_\_\_ DRI Project # \_\_\_\_\_

Position Title: \_\_\_\_\_ Exempt                      Non-Exempt

Salary: \$ \_\_\_\_\_ or Hourly \$ \_\_\_\_\_ Status:                      PT Hours/Week \_\_\_\_\_

Work Location: \_\_\_\_\_

**SALARY, BONUS, TITLE CHANGES**

TYPE OF ADJUSTMENT	CURRENT	PROPOSED
Salary (Full-time Exempt)		
Hourly Wage (Non-exempt & PT)		
Bonus		
Position Title Change		

Reason for Action:    Performance/Merit                      Job Duty Changes/Promotion                      PT/Temp to FT                      Other\*

**TERMINATION DATA**

Type of Termination: \_\_\_\_\_ Eligible for Rehire: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

Last day worked: \_\_\_\_\_

**\*COMMENTS/EXPLANATION**

**APPROVAL**

\_\_\_\_\_  
Supervisor (if Different from PI)                      Date

\_\_\_\_\_  
Budget & Finance Manager or Finance Director                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Principal Investigator                      Date

\_\_\_\_\_  
Executive Director                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name