



PERSONNEL ACTION FORM

NAME OF EMPLOYEE _____

Please use legal name. No nick name or as known as name. This form will be compared by the college's auditor to information provided by employee at the time of hire.

REASON FOR ACTION		
<input type="checkbox"/> Hired	<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Reevaluation of Job
<input type="checkbox"/> Rehired	<input type="checkbox"/> Resignation	<input type="checkbox"/> Job Transfer
<input type="checkbox"/> Promotion	<input type="checkbox"/> Retirement	<input type="checkbox"/> Layoff
<input type="checkbox"/> Discharge	<input type="checkbox"/> Complete Probation	<input type="checkbox"/> Extend Probation
<input type="checkbox"/> Other _____		

CURRENT DATA	CHANGE TO
Position _____	_____
Office/Dept. _____	_____
Status _____ (FT,PT, or other)	_____
Salary \$ _____	\$ _____
Grade/Rank _____	_____
Other/Notes _____	_____
_____	_____

Effective Date: _____
 (For New Hires: date employee is scheduled to report to campus to begin work)

Action Authorized:

V.P./AVP/Director/Manager *Date* *Title*

President's signature required for salary changes:

Associate Vice President for Human Resources' signature required for title changes:

President of the College *Date* *Associate Vice President for Human Resources* *Date*

Please see the back of this form for computer access, ID Card building/office access request, Key Request, long distance campus access and off campus Calling Card request. Information Technology Services, Facilities and Telecommunications request your help to have computer, building/office and telephone access available for a new employee on their first day of employment. When this form is received in Human Resources the information (listed on the back of this form) will be provided to ITS, **Business & Finance Budget Office**, Facilities and Telecommunications.

If this person will **need spending authorization and/or budget workbook viewing access**, *the hiring manager should contact the division VP/Budget Officer and budget-guru BCC rep (see <https://www.agnesscott.edu/accounting-and-budget/budget-informer/index.html>) with the hiring manager's ideas of which accounts this hire needs access to and in what capacity per account. **the hiring manager should contact the respective division's vice president with a plan for VP review.***

Please complete and return form to Human Resources. Information Technology Services, Telecommunications and Facilities must receive this information from Human Resources before requests can be processed.

New Employee Information (please print clearly): **AscAgness access:** YES NO

First Name Middle Name Last Name ID#
Position title Office/Department Hire Date Start Date
Supervisor Name Supervisor Signature

Information Technology Services:

- 1. Was this new hire previously a student? Yes No
2. Has this new hire ever been employed by the College? Yes No
3. Is this new hire currently employed in another department? Yes No
... 11. W-drive? Yes No

Telecommunications

- Telephone

- 1. Will the employee need a PAC Code - long distance dialing access while on campus? Yes No
2. Will the employee need a Calling Card - long distance dialing while off campus*? Yes No

- ID Card
Will the new employee need access to doors that are controlled by the card access system? Yes No
- If yes, please select the areas where the employee requires access:
Alston Alumnae House Bradley Bullock Campbell Dana Evans Hopkins McCain 2 hr
Presser Theme Houses TPS Walters Winship Woodruff Tennis/Track

Facilities

Will the new employee need keys? Yes No If yes, please indicate:
Building: Room: Other:

Authorized Human Resources Signature: Date:

HR will provide completed forms to: ITS Help Desk; Henry Eyer; workorder@agnesscott.edu -Keys: Robert Gaskins