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| CREIGHTON UNIVERSITY HUMAN RESOURCES EMPLOYEE ACTION FORM 1/2017 |
| Date Prepared: |  | Contact/Prepared by: |  | Extension: |  |
|  |  |  |  |
|  |  |  |  |
| Employee Name: |  | Employee Number: |  |
|   Org Number: | Home Org Name:  |
| Supervisor Name:  |  |
| Direct Reports:  |  |
| Sup |
| Employment/Position/Pay Change Actions: |
| **Type of Action:** |  | Effective Date: |  |
| Job Level & Title:  |  |
| Payroll Cycle: |  | Assignment Category: |  |
| Hours per week: |  | Hours per year: |  | If temporary or lecturer, indicate assignment end date: |  |
| Rate of Pay: |  | Per:  |  | Pay Reason:  |

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| Leave Of Absence |
| Last Day Worked: | Return to Work Date:  |

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| Separation of Service |
| Reason: |  | Last day worked:  | Payroll Cycle:  |
| Recommend for Rehire: |  | Comments**:** Rehire Ineligibility Reason: **Please contact your HR Generalist if you have questions or concerns.** |

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| Costing/Budget Distribution: |
| Payroll Cycle: |  | Effective date (must coincide with beginning of a pay period unless hire/rehire action): |  |
| Fund:  | Org:  | Account:  | Annual Amount: | % |
| Fund:  | Org:  | Account:  | Annual Amount: | % |
| Fund:  | Org:  | Account:  | Annual Amount: | % |
| *Indicate additional costing details on an attached sheet* | Total:  | % |

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| Other Payments: |
| Payment Type: |  | *Explain reason for payment in comments section* |
| # Payments |  | x Each Payment Amount: |  | = Total Amount |  |
| Pay **Date** for First Payment: |  | Pay **Date** for Last Payment: |  |
| Costing: | Fund:  | Org: | Account: | % |
|  | Fund:  | Org: | Account: | % |
|  |  |  |  |  |
| Additional Comments |
|       |
|  |  |  |  |
| **HR Use Only: Assignment** #  | O processed by:      | O processing date:       |
| BP:  | Administration:   |
| Status:  | Requisition #       | Differential Eligible [ ]  | Differential Rate:  |
| Working Title -  |  | Work Schedule       |  |
| **PAYROLL Use Only:**  |