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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: | | | | | | | | | | | | |

|  |  |
| --- | --- |
| 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.** | | | | | | | | | |
| 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:** | | | | | | | | | | | | | | | | | | | |