PERSONNEL ACTION NOTICE (PAN)

BASIC

Name _____ Employee ID _____

Department _____ Current Title _____

REASON

- ☐ New Hire
- ☐ Rehire
- ☐ Status Change

- ☐ Rate Change
- ☐ Stipend
- ☐ Leave

- ☐ Termination

Effective Date _____

STATUS CHANGE

- ☐ Merit
- ☐ Promotion

- ☐ Transfer
- ☐ Bonus

- ☐ FT Salary
- ☐ FT Hourly
- ☐ PT Hourly

- ☐ Student
- ☐ Contract

Effective Date _____ Budget Line Item _____

Current Salary _____ New Salary _____

Bonus Amount _____ Date to be Paid _____

Change	From	To
Department		
Job Title		
Salary		
Budget Line Item		

ONBOARDING NEEDS

For HR Purposes – Please check mark what the New Hire will need:

- ☐ Email Address / Computer Login
- ☐ Phone Extension
- ☐ Building Keys
- ☐ ID Badge / Badge Access Permissions
- ☐ Name Tag
- ☐ Debit / Credit Card

- ☐ Work Laptop
- ☐ Work Desktop
- ☐ Work Cell Phone
- ☐ Business Cards
- ☐ Name Plate for Desk
- ☐ Other: _____

SIGNATURE

_____ _____
Human Resources   Date

_____ _____
Department Director   Date

_____ _____
President   Date

_____ _____
Vice President of Administration   Date

HEALTH INSURANCE

Eligible ☐ Yes ☐ No   Effective Date _____

☐ Administrative   ☐ Assistant Director/Faculty   ☐ Director

Comments:

STIPENDS

☐ External Study   ☐ Independent Study   ☐ Directed Study

Amount Requested _____   Course _____

Number of Students _____   Student Names _____

Budget Number _____   _____

☐ Below Minimum Class   Amount _____   Calculation _____

Overloads

Semester _____   Amount _____   Budget _____

Number of Credit Hours _____   Calculation _____

Course Development

Amount _____   Course _____

Other _____

LEAVE

☐ FMLA   ☐ Military   ☐ Other –Explain _____

Start Date _____   End Date _____

TERMINATION

☐ Retirement   ☐ Death   ☐ Resigned   ☐ Discharged   ☐ Layoff

Last Day Worked _____   Termination Date _____

☐ Vacation Amount Owed _____

☐ Severance Amount _____   To be Paid   ☐ Lump Sum   ☐ Paid Over the Payroll

TERMINATION- HR

For HR Purposes – Please check mark what the Employee has been assigned:

☐ Email Address / Computer Login   ☐ Work Laptop
☐ Phone Extension   ☐ Work Desktop
☐ Building Keys   ☐ Work Cell Phone
☐ ID Badge / Badge Access Permissions   ☐ Debit / Credit Card

☐ Other: _____