

PERSONNEL ACTION FORM

Submit to Human Resources - hr@lclark.edu - Approvals will be in Workday

EMPLOYEE NAME:	
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CHANGES TO EMPLOYEE RECORD					
<i>Enter only the information that is being adjusted</i>					
EFFECTIVE DATE:					
EMPLOYEE TYPE:					
POSITION ID:		TITLE:			
DEPARTMENT:					
FTE:		WEEKLY HOURS:			
WORK PERIOD:	<input type="checkbox"/> 12 months	(if other) Start Date:		End Date:	
PAY SCHEDULE:	<input type="checkbox"/> 12 months	(if other) Start Date:		End Date:	
PAY RATE:	\$		<input type="checkbox"/> per hour	<input type="checkbox"/> per year	
GRADE/STEP (Union):					
COST CENTER:	1		%		
<i>(ex: 000-0000)</i>	2		%		
EXPLANATION OF CHANGE:					

ACTIVITY PAY / STIPEND					
TOTAL AMOUNT:	\$		COST CENTER (ex: 000-0000)		
WORK START MONTH:	1		%		
WORK END MONTH:	2		%		
PAYMENT START MONTH:			PAYMENT END MONTH:		
WORK TYPE:	<input type="checkbox"/> Instruction <input type="checkbox"/> Administrative				
WORK PERFORMED:					

FORM COMPLETED BY:	DATE:
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