



## Personnel Action Notice (PAN)

**\*\*ALL FIELDS MUST BE COMPLETED PRIOR TO SUBMISSION**

Last Name	First Name	Middle Name/MI	Employee ID <small>(Not SSN. If unknown, leave blank)</small>	Budgeted Position #	Budgeted Salary	Employee Replaced:
-----------	------------	----------------	--	---------------------	-----------------	--------------------

Department	Division/Parent Unit	Reports to (TITLE of first-line supervisor):
------------	----------------------	--

**Action**

<b>Effective Date</b> <small>(Date of Action)</small> _____	<b>Type of Action</b> <i>(Check only one)</i> <table style="width: 100%;"> <tr> <td style="width: 33%;"> <i>Start work</i>  <input type="checkbox"/> Hire  <input type="checkbox"/> Rehire  <input type="checkbox"/> Return from LOA  <input type="checkbox"/> Transfer           </td> <td style="width: 33%;"> <i>Modification</i>  <input type="checkbox"/> Promotion  <input type="checkbox"/> Pay Rate Change  <input type="checkbox"/> Position Change  <input type="checkbox"/> Data Change           </td> <td style="width: 33%;"> <i>Stop Work</i>  <input type="checkbox"/> Termination  <input type="checkbox"/> Retirement  <input type="checkbox"/> Leave (LOA)  <input type="checkbox"/> Suspension           </td> </tr> </table>	<i>Start work</i> <input type="checkbox"/> Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Return from LOA <input type="checkbox"/> Transfer	<i>Modification</i> <input type="checkbox"/> Promotion <input type="checkbox"/> Pay Rate Change <input type="checkbox"/> Position Change <input type="checkbox"/> Data Change	<i>Stop Work</i> <input type="checkbox"/> Termination <input type="checkbox"/> Retirement <input type="checkbox"/> Leave (LOA) <input type="checkbox"/> Suspension	<b>Reason Code</b> _____ <small>(See Frequently Used Reason Codes)</small>
<i>Start work</i> <input type="checkbox"/> Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Return from LOA <input type="checkbox"/> Transfer	<i>Modification</i> <input type="checkbox"/> Promotion <input type="checkbox"/> Pay Rate Change <input type="checkbox"/> Position Change <input type="checkbox"/> Data Change	<i>Stop Work</i> <input type="checkbox"/> Termination <input type="checkbox"/> Retirement <input type="checkbox"/> Leave (LOA) <input type="checkbox"/> Suspension			
<b>ALL Temporary Hires</b> End Date _____	<input type="checkbox"/> Transfer	<b>For all terminations</b> Eligible for Rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Position Information**

BCAT	FTE	Pay Grade	Job Title/BCAT Title	Business Title/Working Title
------	-----	-----------	----------------------	------------------------------

**Payroll**

<input type="checkbox"/> Exempt	<input type="checkbox"/> Full Time	<input type="checkbox"/> Regular	<input type="checkbox"/> 12-Month Faculty	<input type="checkbox"/> 10-Month Faculty	<input type="checkbox"/> Part-Time/Adjunct Faculty	
<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Staff / Hourly	<input type="checkbox"/> Professional/Admin	<input type="checkbox"/> Graduate Assistant	
<small>(See Definition of Items)</small>						
<b>Pay Rate/Salary</b> <small>(See Definition of Items)</small> \$ _____		<b>If Staff/Hourly</b> <input type="checkbox"/> Hourly	<b>If Part-Time/Adjunct Faculty or Graduate Assistant</b> <input type="checkbox"/> Monthly	<b>If 12-Month Faculty, 10-Month Faculty, Professional/Admin, or Administrator</b> <input type="checkbox"/> Annual	<b>Pay Frequency</b> <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly	<b>Mail Drop ID (7-digit)</b> <small>(See Definition of Items)</small>

**Budget**

<b>Budget Account # (Ex. 10000 4011000 16300 11000)</b> <small>(See Charts of Accounts on the N: drive)</small> Fund Department ID Program Class _____	Position funded by grant? <input type="checkbox"/> Yes <input type="checkbox"/> No 3-digit Grant # (Ex 115)   _____	<b>Benefited Position</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--	---

**Comments**

	Print Name	Signature	Date
Prepared by	_____	_____	_____
Department Head	_____	_____	_____
Dean	_____	_____	_____
VP/Administrative Officer	_____	_____	_____
VP B&F/Budget Manager	_____	_____	_____
Human Resources	_____	_____	_____
HRIS	_____	_____	_____

## Definition of Items & Frequently Used Reason Codes

- **Employee ID** – A PeopleSoft generated number; can be found in the budget for an existing employee (It is permissible to leave this item blank)
- **Budgeted Position #** – Employee information found in Departmental Original Budget – **Schedule G-1**
- **Department** – Refers to immediate area in which position is budgeted (Biology, Human Resources, etc.)
- **Division/Parent Unit** – Refers to the most senior level of budget supervision. (Business & Finance, Student Affairs, etc.)
- **Reports to** – Refers to the supervisor's TITLE; please do not use names (Department Head, Director, etc.)
- **Action** – Provide dates and check one block in the shaded options. Select a **Reason Code** from below:

DATA CHANGE	BAP	Begin Acting Position
	EAP	End Acting Position
	BFA	Begin Full-time Appointment
	EFA	End Full-Time Appointment
	PTP	Part-Time Position
	EPP	End Part-time Position
	CPR	Correction – pay rate
	CJC	Correction – job code
	CDP	Correction – department
HIRE	NEW	New Hire
	SUM	Summer position
	TMP	Temporary position
LEAVE OF ABSENCE ( <i>unpaid</i> )	FML	Family and Medical Leave Act
	EDU	Education
	MIL	Military Service
	PER	Personal Leave of Absence
LONG TERM DISABILITY	LTO	Long term Disability
PAID LEAVE OF ABSENCE	MIL	Military Service
	UPB	Unpaid with Benefits
PAY RATE CHANGE	ADJ	Adjustment
	MER	Merit
	PRO	Promotion
POSITION CHANGE	NEW	New position
	JRC	Reclassification
	UPD	Position data update
PROMOTION	JRC	Reclassification
	PRO	Career progression
REHIRE	REH	Rehire
RETIREMENT	RET	Retirement
SHORT TERM DISABILITY	STO	Short Term Disability
SUSPENSION	DAC	Disciplinary Action
TERMINATION	ELI	Elimination of position
	DEA	Death
	JOB	Job abandonment
	MIS	Misstatement on application
	MUT	Mutual consent
	UNS	Unsatisfactory performance
	VIO	Violation of rules
	RES	Resignation
	OTP	Resignation for other position
TRANSFER	ERR	Employee request
	MRR	Manager request
	PRO	Promotion
	ROR	Reorganization

- **Position Information** – Contact the Office of Human Resources to determine appropriate responses for this area, if necessary. **FTE: If uncertain, contact the Office of Human Resources**
- **Payroll** – Check one block in each delineated area. **Mail Drop ID** is required to route paychecks to a location different from the budget area. It is not necessary to provide a number here unless the department where the paycheck is being delivered to is different from the budget area. An **Exempt** level employee is not eligible for overtime and is paid monthly. A **Non-Exempt** level employee is eligible for overtime and is paid based on an hourly rate. **Pay Rate/Salary: If this is a Staff/Hourly employee, state the HOURLY RATE; if this is a 12-Month Faculty, 10-Month Faculty, Professional/Admin, or Administrator, state the ANNUAL SALARY; if this is a Part-Time/Adjunct Faculty or Graduate Assistant, state the MONTHLY RATE**
- **Budget** - Use the 21-digit department number listed in a departmental budget report