DePauw University PERSONNEL ACTION SHEET (If changing positions status or transferring, Departments must consult with HR/Payroll)

Name:				Job Title:	
Effective Date: *					
*First Day of Employment, Last Day Worked, or Effective Date of change				New Position	Existing Position**
Classification/Rank Code #: Position (ResNav) #: Home Department: Business Unit (Division):				**If Existing Position	:
				Replaces:	
				Their Ending Salary : Supervisor:	
Room#:	Extension:				
TYPE OF ACTION: (Check all that apply)				
	oncok all that apply)				
NEW					SEPARATION *** Voluntary Separation Involuntary Separation ***Must Provide Reason on Back
				plain in Special section below)	Position will be filled. Position will NOT be filler.
POSITION STATUS:					
Full-time 12-month	Part-time 11-month	On-call 10-month		mporary from 1/2-month	Other (Explain in Special Info. nfnfo. nfnft6 (4nf)-9.
		-	_		
Signature of Assoc. \	/P				Date Signed
BUDGET AUTHORIZ Signature of Vice Pre		·			Date Signed(Front side)

PERSONNEL ACTION SHEET

DePauw University (Complete other side first)

SEPARATION INFORMATION REASON FOR SEPARATION (Check all that apply):

V	oluntary	Involuntary
Abandon Job	No Show	Deceased
Better Position	Person/Job Conflict	Disciplinary Action

Better Position Person/Job Conflict
Better Chance for Advancement Quit Without Notice
Dissatisfied with Job Resignation

Dissatisfied with Job Resignation End of Temporary Assignment Failure to Return from Leave Retirement

Dismissal