

PERSONNEL ACTION FORM
LSU AgCenter



Employee Name (Last, First MI):	Workday ID:	LSU ID:
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Type of Action:

- | | | |
|---|---|---|
| <input type="checkbox"/> Hire: Classified Job Appointment | <input type="checkbox"/> Hire: Classified WAE | <input type="checkbox"/> Transfer, Promote, or Change Job |
| <input type="checkbox"/> Hire: Classified Probational | <input type="checkbox"/> Hire: WAE | <input type="checkbox"/> Terminate Employee |
| <input type="checkbox"/> Hire: Classified Provisional | <input type="checkbox"/> Hire: Gratis | <input type="checkbox"/> Continuation |
| <input type="checkbox"/> Hire: Retiree Reemployment | <input type="checkbox"/> Hire: Regular | <input type="checkbox"/> Change in Percent Effort |
| <input type="checkbox"/> Hire: Transient | <input type="checkbox"/> Compensation Change | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Add Job | |

From:	To:
Title:	Title:
Dept/Region:	Dept/Region:
Unit:	Unit:
Supervisor:	Supervisor:
Percent Effort:	Percent Effort:
Workday Position:	Workday Position:

Effective Date:	Temporary End Date:	Fund End Date:
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Rate of Pay:	From:	To:	Pay Basis:	From	To
	<input type="checkbox"/> Hourly <input type="checkbox"/> Annual	<input type="checkbox"/> Hourly <input type="checkbox"/> Annual			
Detailed Comments (i.e.: costing information/changes, EEO status, last day worked, termination reason, leave balances, tenure, additional compensation, justification, etc.):	Fiscal Yr – 12 mo	<input type="checkbox"/>	<input type="checkbox"/>		
	Fiscal Yr – 9 mo	<input type="checkbox"/>	<input type="checkbox"/>		
	Academic Yr – 9 mo	<input type="checkbox"/>	<input type="checkbox"/>		
	Period of Appt	<input type="checkbox"/>	<input type="checkbox"/>		
	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>		
	Function Percent*	From	To		
	Research				
	Extension				
Teaching					
All Others					

*Function Percent is based on costing allocation.

Unit Head Signature: _____ Date: _____

Other Signature: _____ Date: _____