**Mississippi University for Women**

Sponsored Programs

Personnel Action Form For Sponsored Accounts

|  |
| --- |
| **Required Information**  |
| Banner ID: |       | First Name: |       | MI |    | Last: |       |
| Street Address: |       |
| City: |       | State: |    | Zip: |       |
| Email Address: |       | Phone Number: |       |
| Effective Date of Action: |       | Expected End Date: |       |
| Check Action Desired | [ ]  New Hire | Complete Sections I through III |
|  | [ ]  Rehire | Complete Sections I through III |
|  | [ ]  Redistribution of pay | Complete Sections II and III |
|  | [ ]  Termination | Complete Section III |
|  | [ ]  End of Program | Complete Section III |
| **Section I. Sponsored Project Information** |
| Job Title: |       |
| Department Name: |       | Budget Organization Number: |       |
| 1. Select One:
 | [ ]  12 Month | [ ]  10 month | [ ]  9 month | [ ]  Other: |
| 1. Select One:
 | [ ]  Full-time | [ ]  Part-time  | %, if part-time : |       |
| 1. Select One:
 | [ ]  Regular | [ ]  Time-Limited (Must be less than 4.5 months) |
| Rate of pay: |       | [ ]  per hour | [ ] per month | [ ]  per year | [ ]  one time pay - HR approval: |  |
| **Section II. Accounting Distribution** |
| **Account/Org Name** | **Fund #** | **Organization #** | **Annual Rate** | **Workload %** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| **Totals** |  |  | $      |      % |
|  |  |  |  |  |
| **Section III. Approvals (Forward form in order of signatures)** |
| Requested by: |  | Date: |       |
| Requestor’s Department: |       | W-Box: |       | Phone: |       |
|  |  |  |  |
| **Approval Signatures:** |
| Principal Investigator |  | Date: |  |
| Academic Head or Non-Academic Director |  | Date: |  |
| Human Resources Verification |  | Date: |  |
| Sponsored Programs |  | Date: |  |
| Dean (If Applicable) |  | Date: |  |
| Supervising Cabinet Member |  | Date: |  |
| VP for Finance & Administration |  | Date: |  |
| President (Not required for temporary positions) |  | Date: |  |