TEXAS SOUTHMOST COLLEGE

PERSONNEL ACTION REQUEST FORM

☐ New Hire ☐ Rehire ☐ Recommendation ☐ Vacancy

☐ Change in Position ☐ Change in Funding ☐ Adjunct Pool ☐ Administrative Action

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SECTION 1

Name: _____ Start Date: _____

From Department: _____ To Department: _____

From Division: _____ To Division: _____

Current Position: _____ New Position: _____

Employee ID: _____ Employee ID: _____

Releasing Dean/Department Director Initials: _____ Posting No: _____

SECTION 2 (Please check all boxes applicable to position)

Position Type: ☐ New ☐ Replacing: _____ FLSA Status: ☐ Exempt ☐ Non-Exempt

Funding Source: ☐ Operating Budget ☐ Grant-Funded *(attach grant)* Category, If applicable: ☐ Credit ☐ Non-Credit

Term of Appointment: ☐ 9-Month ☐ 12-Month ☐ Semester Position Class: ☐ Full-Time Credit Faculty ☐ Adjunct Credit Faculty
(*Faculty Only*) ☐ Other _____ ☐ Instructional Support ☐ Plant Operations
  ☐ Full-Time CE Instructor ☐ Adjunct CE Instructor
Employee Status: ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Campus Security ☐ Admin and Professional
☐ Other _____ ☐ Clerical ☐ Student

SECTION 3 (FOR HR USE ONLY)

POSITION TO BE CLOSED (If applicable): POSITION TO BE OPENED (If applicable):
Position No : _____ Position No: _____

GL Account: ___ - ___ - ___ - ___ - ___ GL Account: ___ - ___ - ___ - ___ - ___

FOR BUDGET USE ONLY	APPROVALS

FOR BUDGET USE ONLY

Budgeted Salary: $ _____

GL Account: ___ - ___ - ___ - ___ - ___ ___%

GL Account: ___ - ___ - ___ - ___ - ___ ___%

GL Account: ___ - ___ - ___ - ___ - ___ ___%

_____
Budget Verification Signature   Date

_____
Sponsored Programs (Where Applicable)   Date
Time and Effort Required? ☐ Yes ☐ No

APPROVALS

☐ I affirm that this recommendation does not conflict with College district policies regarding nepotism and/or Supervisory capacity.

_____
Dean/Department Director   Date

_____
Vice President   Date

_____
Human Resources Signature (including EEO Review)   Date

Candidate Approved for Hire? ☐ Yes ☐ No   Salary: $ _____

_____   _____
President's or Designee's Signature   Date

The College District prohibits discrimination, including harassment against any employee on the basis of race, color, religion, gender, national origin, age, disability or any other basis prohibited by law.