

### PERSONNEL ACTION REQUEST FOR HOURLY PAID PERSONNEL

A. FROM: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
DEPT.: \_\_\_\_\_ Account Number: \_\_\_\_\_ - \_\_\_\_\_ - 1410

**B. APPOINTMENT REQUEST** Date of Appointment: \_\_\_\_\_  
Employee: \_\_\_\_\_ Classification: \_\_\_\_\_  
S.S. # \_\_\_\_\_ Hourly Rate: \_\_\_\_\_  
Hrs. Per Week: \_\_\_\_\_

Identify employees who will be employed on seasonal/sporadic basis by an \*. Is the employee (s) recommended currently employed by a State agency or university? ( ) Yes ( ) No If yes, write the name of the agency/university on this line: \_\_\_\_\_

**APPROVAL OF THIS APPOINTMENT CANNOT BE GRANTED UNLESS THE HOURLY POSITION HAS BEEN ESTABLISHED WITH THE PERSONNEL OFFICE.**

**C. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION RECORDS FOR NEW HIRES:**

Reason for this selection: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach list of all applicants interviewed and document why these applicants were not recommended for hire.)

**D. NOTICE OF SEPARATION (unemployment information):**

**Reason for Separation:**

\_\_\_\_\_  
(Employee) (Last Workday)

- ( ) Laid off, no work available
- ( ) Voluntarily quit\*
- ( ) Discharged for Misconduct\*

If possible, would you rehire this employee? ( ) Yes ( ) No If no, please state reason: \_\_\_\_\_  
\_\_\_\_\_

\*Explain Reason for Separation in Voluntarily quit and Discharged for Misconduct or "Misrepresentation" Cases:  
(use additional sheets if needed). \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature Date

Personnel Office Approval: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature Date