

## HR Actions

FORM	PURPOSE
New Appointment Form	Hire/rehire a Staff, Faculty, and Student
Contract Additions & Changes	Add a new contract, or modify an existing contract
Terminations	Terminate an employee from the university
Retirement	Retire an employee across the institution
Leave of Absence/Return from Leave	For faculty with Academic Leave
Create Person of Interest	Appoint to unpaid positions
New Position Request	Create a Staff, Faculty, Student and POI position
Funding Change	Used to change cost center and/or project ids
Job Attribute Change	Used to change expected end dates and pay rate corrections
Zero % faculty (SharePoint)	Used to hire faculty at 0 hrs and 0 pay
Corrections (SharePoint)	Any retro corrections should be submitted via SharePoint

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Position Attribute Change (PAC)	Use the chart below to determine the correct PAC reason to use:
<b>PAC Reason Codes</b>	<b>Fields that can be changed</b>
<b>FTE/Ben Elig/Reg/Temp</b>	FTE, Hours, Reg/Temp, Full-Time/Part Time, Location Code, and Mail Drop ID
<b>Inactivate Position</b>	Status
<b>Job Reclassification</b>	Job Code, FTE, Hours, Reg/Temp, Full-Time/Part-Time, Location Code, and Mail Drop ID
<b>Location/Mail Drop Changes</b>	Reports To, Location Code, and Mail Drop ID
<b>Reports To Change</b>	Reports To Pos, Location Code, and Mail Drop ID
<b>Transfer Position to New Dept</b>	Department, Reports To Pos, FTE, Hours, Reg/Temp, Full-Time/Part Time, Location Code, and Mail Drop ID