

UNIVERSITY OF SOUTH ALABAMA
USA HEALTHCARE MANAGEMENT, LLC

EMPLOYEE PERSONNEL ACTION FORM
INSTRUCTIONS

To ensure accuracy of completed form, please use the most current version of Adobe Acrobat Reader (7.0 or greater) or Adobe Acrobat 7.0 Professional.

Unless completed in Adobe - this form will be returned without being processed.

Date Prepared: This field automatically populates with today's date.

Contact Person: Contact regarding questions about the Personnel Action Form.

Telephone: Contact person's telephone number.

Employed by: University or USAMC or USACW or HCM (select one).

1. Employee Information - Name as printed on social security card (verify with employee). Social Security number is required for proper tax reporting purposes. Address should be current home address. (If the address has changed, please have the employee complete an Academic and Staff Change Form.) J# is the employee's personal identification number located in the Banner system. If you do not have access to Banner, contact your appropriate Human Resources Office for the J#.
2. Reason for Action - Check all that apply to this Personnel Action Form. If this is an "Amended" Personnel Action Form, please check the "Other" box and type in "Amending" with the date the prior Personnel Action Form was prepared.

Appointment
Salary Change
Promotion
Resignation
Retirement
Termination
Layoff
Transfer
One Time Payment
Labor Distribution Change
To Leave
Renewal of Leave
From Leave
Other

3. CURRENT Employee Status - If this is an Appointment or One Time Payment complete only Section 4. Select only one from a, b, and c. Select appropriate box for instructional employees. (For faculty that are temporary select "Temporary Faculty" under "Instructional Employees Only" section. This will automatically place a 1.00 in the FTE and you will then be able to place the correct dollar amount into the "Base" under "Salary Components." Once the amount is entered be sure to enter 100.00 in the %EMP Salary for the formula to work correctly.)

Position # - This is the position number.

Position Title - This is the employee's classification title.

Position Class - This is the classification code.

Out-of-Class - This is for HR use only.

Department/Unit Name - The title of your department or unit.

Timesheet Organization - This is for Payroll use only.

FTE (Full Time Equivalent) - This is the percentage of a 40 hour work week that an employee is required to work. For example, a full-time employee's FTE = 1.0 (not 100%); a ½ time employee's FTE = .50.

Total Annual Full-Time Salary - You are not required to fill in this field. It is automatically calculated based on Salary Components provided.

Hourly Rate - You are not required to fill in this field. It is automatically calculated based on FLSA Status (Exempt/Non-Exempt) of Position Class and Salary Components. An hourly rate is not provided for exempt Position Classes.

One-Time Payment - This is used for one-time payments such as faculty or coaches paid for additional projects or instruction. Salary Components section is not applicable for one-time payments.

Salary Components (Whole dollars/Full-Time) - Base is equal to salary prior to any add-ons such as stipends, certifications, etc. The Base Salary should be converted to Full-Time Salary regardless of FTE and entered with no commas. Enter any applicable add-ons in applicable fields based on Full-Time basis.

Banner FOAPAL - There are four components of the Banner FOAPAL required on the Personnel Action Form. They are Fund, Organization, Account and Program. The %Emp Salary is the percentage of the employee's salary paid off that particular FOAPAL. It is not the employee's FTE. The percentage of the Employee's salary funded by the FOAPAL is entered in the %Emp Salary field for each source of funding. The Total at the bottom of the %Emp Salary Column must always equal 100% regardless of FTE. The Dollar Amount column will automatically calculate based on Salary, FTE and %Emp Salary entered.

4. PROPOSED Employee Status - Always required.
5. Comments - This is to be used for any additional information required to process the Personnel Action Form.
6. Effective Dates - The effective start date and ending date of the action. For regular employees, the normal End Date is “until notified” unless it is a separation Personnel Action Form or the employee is only authorized to work for a certain period. Temporary employees may only be appointed for one year at a time. Temporary employees who work in excess of 1,040 hours in a calendar year must be terminated or may be considered for regular employment.
7. Approvals - All applicable approvals are required to process a Personnel Action Form. Personnel Action Forms lacking approvals will be returned to their Division head's office.

Copy - This button will copy the information that has been typed into Section 4 - PROPOSED to Section 3 - CURRENT.

Reset Form - This button will clear the current form.

Print Form- This button will print all three pages of the form.

Retain a copy of the Personnel Action Form for your records. The Human Resources Office will forward a copy to each division once the Personnel Action Form is approved. Please make a copy of the approved Personnel Action Form for the employee.