



# WJU Faculty Electronic Personnel Action Notice



Name \_\_\_\_\_ Rank/Title \_\_\_\_\_

Dept # \_\_\_\_\_ Dept Name \_\_\_\_\_ Semester \_\_\_\_\_

Payroll Action    New Hire    Effective Date    \_\_\_/\_\_\_/\_\_\_

## TYPE OF ACTION/STATUS CHANGE

## APPOINTMENT DETAILS/FTE

### COURSE INFORMATION

Course ID \_\_\_\_\_ Course Name \_\_\_\_\_

Dept # \_\_\_\_\_ Units \_\_\_\_\_ Weekly Hrs \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Course ID \_\_\_\_\_ Course Name \_\_\_\_\_

Dept # \_\_\_\_\_ Units \_\_\_\_\_ Weekly Hrs \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Course ID \_\_\_\_\_ Course Name \_\_\_\_\_

Dept # \_\_\_\_\_ Units \_\_\_\_\_ Weekly Hrs \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

### SCHOOL OF PROFESSIONAL STUDIES/WJU- BAY AREA

Course ID \_\_\_\_\_ Course Name \_\_\_\_\_

Term \_\_\_\_\_ Dept # \_\_\_\_\_ # Students \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Course ID \_\_\_\_\_ Course Name \_\_\_\_\_

Term \_\_\_\_\_ Dept # \_\_\_\_\_ # Students \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

### STATUS CHANGE

Prior Wage/Salary \$ \_\_\_\_\_ New Wage/Salary \$ \_\_\_\_\_

Stipend/Bonus \$ \_\_\_\_\_ Reason \_\_\_\_\_

Frequency:      one-time      monthly      semi-monthly      # of Installments \_\_\_\_\_

Budget Manager: \_\_\_\_\_ Date \_\_\_\_\_

Executive Team Member: \_\_\_\_\_ Date \_\_\_\_\_

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

HR/ACCOUNTING PURPOSES ONLY      Benefits:      No Change      Eligible      Ineligible

Employee # \_\_\_\_\_ W/C Code \_\_\_\_\_ SOC Code \_\_\_\_\_

Entered By/Date \_\_\_\_\_