



Metropolitan State University of Denver Personnel Action Form

I. ACTION: <input type="checkbox"/> Position <input type="checkbox"/> Create* (See Instruction) <input type="checkbox"/> Revision/Reclassify* <input type="checkbox"/> Abolish <small>*(Attach Position Description/PDQ)</small>	<input type="checkbox"/> Recruitment <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Waiver of Advertising* <small>*(Attach EEO Announcement Form)</small>	<input type="checkbox"/> Other Actions <input type="checkbox"/> FTE% or Salary <input type="checkbox"/> Supervisor Change <input type="checkbox"/> FOAP Change	Requires separate Personnel Action Form at time of appt. <input type="checkbox"/> Appointment <input type="checkbox"/> New or Temporary <input type="checkbox"/> Promotion or Salary adj. <input type="checkbox"/> Transfer or Reassign <small>(Complete Section II and V)</small>
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II. EMPLOYMENT CLASS: <input type="checkbox"/> Administrator <input type="checkbox"/> Permanent <input type="checkbox"/> Prof. Temporary or Grant-Funded <input type="checkbox"/> Interim <input type="checkbox"/> Temporary/Hourly	<input type="checkbox"/> Faculty (Category I) <input type="checkbox"/> Tenured <input type="checkbox"/> Probationary	<input type="checkbox"/> Faculty (Category II) <input type="checkbox"/> Senior Lecturer (6 years or more) <input type="checkbox"/> Visiting <input type="checkbox"/> Lecturer <input type="checkbox"/> Instructor	<input type="checkbox"/> Classified <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary/ Hourly
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III. POSITION DATA, NEW TITLE, AND/OR INITIAL APPOINTMENT:		
Employee Name: _____ <small>(Leave this line blank for recruitment or creating a position)</small>	Department: _____	Position Home Org Code: _____
Employee ID#: _____	Supervisor Name: _____	Position Campus Box: _____
Employee User Name: _____	Supervisor Phone: _____	Position Campus Phone: _____
Title: _____	Supervisor ID #: _____	Work Schedule: _____
Position Number: _____	<small>(Supervisor User Name and Position Number needed for Leave Reporting on the Web)</small>	Base Salary: \$ _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		<small>(Change to current salary or funding, complete section IV)</small>
Appointment Dates:		<small>(Classified/Hourly appointments insert monthly or hourly rate)</small>
Begin Date: _____	End Date: _____	

IV. FUNDING								Change Effective Date: _____							
<u>CURRENT FUNDING:</u>								<u>NEW FUNDING</u>							
Fund	Org.	Acct.	Prog.	Act. /Loc.	Split %	Salary		Fund	Org.	Acct.	Prog.	Act./Loc.	Split %	Salary	
Total = 100% _____								Total = 100% _____							

Activity Code: _____	In kind grant matching must use activity code.	Split % _____	Fund _____
IDENTIFY HOW FUNDING IS DETERMINED (FOR NEWLY CREATED, REVISIONS/RECLASSIFICATIONS):			

V. JUSTIFICATION/SPECIAL CONDITIONS: (Please use this space to justify action requested or to include special conditions on contract. For new faculty or administrative appointments, attach resume and transcripts. For new faculty appointments, attach a salary assessment form.)	
<input type="checkbox"/> State Appropriated	<input type="checkbox"/> Auxiliary Funded
<input type="checkbox"/> Grant Funded	<input type="checkbox"/> Student Fee Funded
Reason: _____	

VI. APPROVALS:			
Immediate Supervisor	Date	Human Resources	Date
Dean/Director (or Next Higher Level)	Date	Affirmative Action Officer*	Date
Vice President/President	Date	Grant PI	Date
Budget/Accounting Services/Foundation	Date		

Banner Entry Date: _____
 HR Rep Initials: _____

PERSONNEL ACTION FORM INSTRUCTIONS

Position (Used only for Administrators, Classified, and Hourly position. Follow Academic Affairs procedures for creating new faculty positions):

The creation and/or revision/reclassification of a permanent position must be completed and a position number assigned prior to requesting to recruit or appoint.

Section I:

1. Check "position" and "create"
2. Attach position description
 - a. For Administrators – PeopleAdmin Description: <https://www.msudenverjobs.com/> For Classified - <http://www.msudenver.edu/media/content/humanresources/forms/PositionDescriptionQuestionnaire.doc>
3. Attach an organizational chart of the division, highlighting where your new position is located.

Section II:

1. Check what employment class you wish to create the position and what type of appointment it is.

Section III:

1. Complete all fields relating to the position. There will be sections that are not relevant to complete for a position creation (i.e. Employee Name, ID#, Position Number, and Base Salary).

Section IV:

1. Complete "Current Funding" section with the FOAP the position salary and benefits will be charged to.
2. Complete the "Identify the Funding Source" section. For base positions, funding must be identified for the full base salary.
3. Contact the Budget Office if you have questions at 303-556-3020.

Section V:

1. List any special qualifications, justification, need, or explanation in this section as it relates to creating a new position.

Section VI:

1. Sign it as the supervisor of the position and forward according to the Signature Routing guide at the bottom of the form.

Recruitment:

Section I:

1. Check "Recruitment" and the method of recruitment you are requesting.
2. If recruitment is for Administrators or Faculty, attach position announcements or waiver of advertising forms available at <http://www.msudenver.edu/eoo/policiesandprocedures/ftsearchscreeningproceduresforms/>. If Classified, do not attach anything.

Section II:

1. Check the employment class for which you wish to recruit. Check what type of employment this position will have (i.e. temporary, permanent, interim).

Section III:

1. Complete all fields relating to the position. There will be sections that are not relevant to complete for recruitment (i.e. Employee Name, ID#, Begin Date and Base Salary).

Section IV:

1. Complete "Current Funding" section with the FOAP the position salary and benefits will be charged to.
2. Complete the "Identify the Funding Source" section only if there is a change in funding and/or FTE from when the position was created.

Section V:

1. List any special qualifications, justification, need, or explanation in this section as it relates to recruiting for this position.

Section VI:

1. Sign it as the supervisor of the position and forward according to the Signature Routing guide at the bottom of the form.

Appointment (When requesting an appointment, you cannot request more than one action on a single form):

Section I:

1. Check "Appointment" and the type of appointment you are requesting.

Section II:

1. Check the employment class for which you wish to appoint. Check what type of employment this appointment should be placed into (i.e. temporary, probationary, interim).

Section III:

1. Complete all fields.

Section IV:

1. Complete "Current Funding" section with the FOAP the position salary and benefits will be charged to.
2. Complete the "Identify the Funding Source" section if there is a change in funding and/or FTE from when the position was created.

Section V:

1. List any special qualifications, justification, need, or explanation in this section as it relates to recruiting for this position.

Section VI:

1. Sign it as the supervisor of the position and forward according to the Signature Routing guide at the bottom of the form.

FTE or Salary Adjustment:

Section I:

1. Check "FTE % Change or Salary Adjustment."
2. Write in the old FTE percent or old salary in the appropriate area.
3. Write in the new FTE percent or new salary in the next line.
4. Write in the effective date.

Section II:

1. Check the employment class of the position for which you are making the adjustment.

Section III:

1. Complete all fields. If the position is vacant, there will be some fields that you will not complete (i.e. Employee Name, Employee ID#, and Appointment Dates).

Section IV:

1. Complete the "Identify the Funding Source" section. Funding must be identified for total amount of increases in salary or FTE.

Section V:

1. List any special justification, need, or explanation in this section as it relates to changing the appointment or the salary for this position.

Section VI:

1. Sign it as the supervisor of the position and forward according to the Signature Routing guide at the bottom of this form.