

University of Toledo - Personnel Action Form

Action:

Reason:

Posting:

Last Name:

First Name:

Middle Name:

Rocket ID:

Home Dept Org	
PEAEMPL E-Class	
Total Employee FTE	

Position Number	
Position Title	
NBAJOBS E-Class	
Position FTE	
Hours/Week	
Shift	

Index/Acct/Percent	
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Table	
Range	
Step	
Longevity	
Hourly/Salary Rate	
Number of Pays	
Prob Period	
Start Date	
End Date	
Report to	

Comments:

☐

I reviewed and verified the pre-hire/pre-action review based on the information submitted by the employee. I do not believe a relationship exists that creates a conflict of interest, nepotism, or ethics issue.

HR Staff_____

Appointing Authority_____

Date_____

Date_____