

University of Toledo - Personnel Action Form

Action:

Reason:

Posting:

Last Name:

First Name:

Middle Name:

Rocket ID:

Change From

Change To

Home Dept Org		Home Dept Org	
PEAEMPL E-Class		PEAEMPL E-Class	
Total Employee FTE		Total Employee FTE	

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

Index/Acct/Percent		Index/Acct/Percent	
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Table		Table	
Range		Range	
Step		Step	
Longevity		Longevity	
Hourly/Salary Rate		Hourly/Salary Rate	
Number of Pays		Number of Pays	
		Prob Period	
		Start Date	
End Date		End Date	
		Retro	
		Reports 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 _____