

NEW JERSEY CITY UNIVERSITY

FOR HUMAN RESOURCES USE ONLY

IA INFORMATION		PMIS Processing Information				PMIS Processing Information	
FTE		Title Code		EEO		Cert. Date	
HOURS		Range Code		Institution		WTP Start	
CLASS CODE		Appt. Type		P/R NO		Bargaining Unit	
SCHEDULE		Type of Service		Position #		Progress Report	
DEPT#		Comp. Method		Exam Scope		PAR	
ANN. DATE		WW		Location		Related Title	
		PA Auth		Auth		Comments	

Instructions for completing the Personnel Action form

Employee Information – In the boxes provided write the complete name, social security #, sex, race and highest degree of the employee.

Effective Date – Write the first date of the employee’s assignment.

Employee Classification – Check the type of employee to be hired. Check if the employee is full-time/part-time and regular or temporary.

Type of Action – Check the action you require for this employee.

Department/Grant Name - Write the name of the department or grant in which each the position will charge for payroll.

Department Grant Number - Write the 10 digit department or grant number (*This is the IA reporting #, please refer to the human resources website for a listing www.njcu.edu/hr*)

Percentage to Charge - Write the percentage to charge to each grant or department.

Assignment information – Complete the position title, number, annual salary, range, step and FTE for the assignment in the boxes provided below.

Supplemental pay information – Provide a description of the assignment, the start date and end date of the assignment, the total amount of the contract and two paydates for the assignment and the amounts of those payments. ***ALL CONTRACTS MUST PROVIDE A COPY OF THE SCOPE OF WORK AND A WORK***

Approvals

The appropriate authorization must be obtained prior to processing. Follow the guide of the type of employee you are hiring to determine the approval needed to complete the hiring process for this employee.