

NOTE: Start and end dates MUST coincide with the appropriate pay periods. Additional Pay Requests will be processed in accordance with IU Policy HR-03-90.

PERSONNEL ACTION	Name (First, Middle, Last)				Employee ID Number		Start	Effective Date	End
	Employee Work Location (Building)		Room Number		Office Phone #		Supervisor		
	Job Title				Department				
	Type of Personnel Action(s):								
	New Hire	Rehire	Change in Base Pay	Leave Request	Change in Account	Additional Pay (HR- circle reason below)	Change in Title/ Classification	(For HR Only) Change to:	
								Salary Plan	Salary Grade
	(For HR Only)								
	Pay Adjustment Reason:		Temporary Pay Adjustment	Discretionary Bonus		Digital Voice Allowance	Faculty Additional Pay (Specify in Comment Section Below)		Other (Specify in Comment Section Below)
	Salary Increase Reason: (Must have approval from IU Compensation and Campus HR)			RCL (Reclassification)		HLR- Higher Level Responsibilities	High Value Request	Counter Offer	Market Adjustment

BUDGET	Position Number		Pay Frequency (Check One)		Base Salary			
			Monthly <input type="checkbox"/>	Bi-Weekly <input type="checkbox"/>	Salary Rate		Hourly Rate	
	ADDITIONAL PAY:		Amount (Professional and Service/Maintenance Staff ONLY)			Percentage of Salary		
	Account Number	Program	Percentage		Account Number	Program	Percentage	
	Account Number	Program	Percentage		Account Number	Program	Percentage	
	Account Number	Program	Percentage		Account Number	Program	Percentage	

COMMENTS	Reason for Request:
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APPROVAL	1. Department Supervisor/Dean/ Director		Date	2. Vice Chancellor		Date
	3. Vice Chancellor of Administration/CFO		Date	4. Human Resources		Date
	5. Chancellor			Date		
	6. Employee			Date		

(For Human Resources/Academic Affairs Only)

Date Entered in HRMS: _____

Initials: _____