

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
EPA PERSONNEL ACTION FORM**



Example

ID # **4803** Date **February 16, 2010**

UNCG ID
Name **Mr. Smith, John W.**
Address **123 Maple Street**

Greensboro, NC 27410

Country **U.S.A.**
Building **63** Room # **219**
Campus Phone **334-1234**

Benefits Student
 AAO Forms Complete

Citizenship **C** Type Visa
Employee E-Class **FC**
Home Org **12215** Dist Org **12215**
First Work Date **08/23/2010**

- Graduate Assistant
- Retiree temp
- Worked at UNCG in past 12 Months
- Credit History Check
- Driving History Check
- Credentials Verified
- Teaching Position

Date AAO Forms Approved
Visa Expiration Date
Part or Full Time Status **FT**
Dept. of Academic Rank **PSY**
Last Work Date **05/15/2011**

Comments

To appoint as full-time lecturer for the 2010-2011 AY with benefits.

New Job Action

Posn # **490288** Suffix **00** FTE **1.0**

Index	Fund	Orgn.	Account	Program	Annual Salary	Percent
110056	110056	12215	101030	101	\$ 28,000.00	100.00
TOTALS					\$28,000.00	100.00

Plus Salary Increase

NEW APPOINTMENT PROMOTION CHANGE IN RANK

Effective Date **8/1/2010** Personnel Date **8/23/2010**
Factors and Pays **12** Timesheet Org **12215**

Title **Lecturer**
EPA Nonfaculty annual leave allowance recommended (if appropriate) days
Replacement for faculty on research assignment/leave

Job/Employee Termination

Last Paid Date **7/31/2011** - Terminate Employee - Termination Reason

Rank **Lecturer**
Job Change Reason **APTN**
Reason for resignation

DIVISION LEVEL	UNIT LEVEL	DEPARTMENT LEVEL	GRAD. SCHOOL (Student only)	BUDGET OFFICE
Approval	Approval	Approval	Approval	Approval
Date	Date	Date	Date	Date