

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

**PD-7**

*Example*

ID # **4639**

Date **January 6, 2010**

UNCG ID

Name **Mr. Smith, John C.**

Address **123 Maple St.**

**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 **FS**

Home Org **12215** Dist Org **12215**

First Work Date **08/23/2010**

Comments

**To appoint as 1/4 lecturer for Fall 2010.**

New Job Action

Posn # **490288** Suffix **00** FTE **.25**

Index	Fund	Orgn.	Account	Program	Annual Salary	Percent
110056	110056	12215	101030	101	\$ 3,500.00	100.00
<b>TOTALS</b>					<b>\$3,500.00</b>	<b>100.00</b>

Plus Salary Increase

NEW APPOINTMENT  PROMOTION  CHANGE IN RANK

Effective Date **9/1/2010**

Factors and Pays **04**

Title **Lecturer**

Personnel Date **8/23/2010**

Timesheet Org **12215**

EPA Nonfaculty annual leave allowance recommended (if appropriate) days

Replacement for faculty on research assignment/leave

Job/Employee Termination

Last Paid Date **12/31/2010** -  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 .....