

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



Example

ID # **4784**

Date **February 4, 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 **01/10/2011**

Comments

To appoint as 1/4 lecturer for the Spring 2011 Semester.

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
TOTALS					\$3,500.00	100.00

Plus Salary Increase

NEW APPOINTMENT PROMOTION CHANGE IN RANK

Effective Date **1/1/2011**

Personnel Date **1/10/2011**

Factors and Pays **05**

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 **5/31/2011** - 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