



# FIU

FLORIDA INTERNATIONAL UNIVERSITY  
Miami's public research university

## PERSONNEL ACTION FORM

### EMPLOYEE INFORMATION

Name \_\_\_\_\_ SS# \_\_\_\_\_

Building Location: \_\_\_\_\_ Room #: \_\_\_\_\_ Campus Phone \_\_\_\_\_

### USPS APPOINTMENT INFORMATION ONLY

Position No. \_\_\_\_\_ Classification Title: \_\_\_\_\_

FTE: \_\_\_\_\_ Class Code: \_\_\_\_\_ Pay Grade: \_\_\_\_\_ Dept. No. \_\_\_\_\_

Effective Date: \_\_\_\_\_ Biweekly Salary: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

### USPS ACTION: (Check all that apply)

- 01  New Hire
- From OPS to USPS
- 03  Promotion
- 04  Demotion
- 05  Reassignment/Lateral
- 06  **TERMINATION REASON:**

- Change FTE\*\*
- Change Acct. No.\*\*
- Other

### APPOINTMENT TYPE:

- 2  Probationary
- 3  Permanent
- 5  Temporary
- 6  Emergency
- 7  Trainee
- Time Limited - End Date \_\_\_/\_\_\_/\_\_\_

- \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
MM DD YY
- Resignation
  - Retirement
  - End of Temporary Appointment
  - Dismissal

### OPS ACTION: (Check all that apply)

**ACTION:**  New Hire  Rehire  Add Account #  Pay Increase  Terminate Account

- 0012 Executive, Administrative & Managerial
- 0013 Other Professional
- 0014 Clerical and Secretarial
- 0015 Technical and Paraprofessional
- 0016 Skilled Craft
- 0017 Services/Maintenance

**FIU STUDENT:** (Must Show Valid ID)

Effective Date: \_\_\_\_\_ Acct. No. \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Lump Sum \_\_\_\_\_

**FORM COMPLETED BY:** \_\_\_\_\_  
Name Department Campus Phone

### **AUTHORIZATIONS: Please provide the appropriate signatures based on your division's procedures**

Division/Department Head: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name

Dean/Administrative Head: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name

Contracts and Grants: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name

**REVIEWED:** Human Resources: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name

Original: Human Resources

Copy: Payroll