



PERSONNEL TRANSACTION FORM

☐ Classified	☐ Letter of Appointment (LOA)
☐ Professional	☐ Wages (Student Worker, 160/1000 Hour Appointment)
☐ Temporary Full-time Appointment	☐ Other _____
☐ Letter of Appointment with Benefits (LOB)	

ACTION:	
☐ Classification (New Position)	☐ Replace Existing Position
☐ Reclassification (Existing Position)	☐ Other _____

Department: _____

Current Position: _____ Grade/Step: _____ FTE _____

Proposed Position: _____ Grade/Step: _____ FTE _____

Person currently filling this position or person identified to fill this position: _____

Official Start Date of Position: _____ Official End Date of Position: _____

Annual Salary: _____ Soft Money Position: ☐ Yes ☐ No

Account Number: _____ Position Control Number: _____

Vacancy Date: _____ Name of Previous Employee
In Vacant Position: _____

Justification For Request:

Hiring Supervisor /
Department Chair

Signature

Date

☐ Approve

☐ Disapprove

Dean or Director

☐ Approve

☐ Disapprove

Vice President

☐ Approve

☐ Disapprove

Budget Office
(funding verification only)

☐ Approve

☐ Disapprove

Human Resources

☐ Approve

☐ Disapprove

Remarks:

This personnel transaction request form must be completed and approved prior to any personnel action. If this is a new or revised classified position currently not in your budget, you will need to complete an NPD-19 for classification of the position as well as this form.

ONCE ALL SIGNATURES ARE IN PLACE - SEND TO HUMAN RESOURCES AT W40E