



Personnel Action Request Form

Part-Time / Adjunct Faculty

Please complete this form for all changes in status, including terminations, and attach any supporting documentation, including position descriptions or letters of resignation.

Employee Name: _____ Employee Number: _____
 Date of Request: _____ Effective Date: _____

New Hire Information	
Position:	_____
Division:	_____ Location: _____
Semester Salary: \$	_____ Rate Per Courses: \$ _____
Department Code:	_____
Academic Year	_____
Status:	<input type="checkbox"/> Part-time <input type="checkbox"/> Adjunct
College:	<input type="checkbox"/> U/G- Rindge <input type="checkbox"/> U/G - CGPS <input type="checkbox"/> Grad - CGPS
Semester:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II
	<input type="checkbox"/> UG Term I <input type="checkbox"/> UG Term II <input type="checkbox"/> UG Term III <input type="checkbox"/> UG Term IV
	<input type="checkbox"/> Grad T1 <input type="checkbox"/> Grad T2 <input type="checkbox"/> Grad T3 <input type="checkbox"/> Grad T4
Comments:	

Action Taken: *Select the appropriate action for employee:*

- Hire Re-Hire
 Other (explain) _____

Classification: *Select the appropriate classification for employee:*

- Faculty Rindge CGPS Online
 Other (explain) _____

Approvals / Signatures Required:

Division Chair	Date	Dean	Date
Director of Human Resources	Date	Vice President of Finance / CFO	Date

HR Use Only: <input type="checkbox"/> NuView / CORT <input type="checkbox"/> Letter Copies to File <input type="checkbox"/>
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