


# PERSONNEL ACTION FORM

	<b>TEACHERS COLLEGE</b> <b>COLUMBIA UNIVERSITY</b>	Department: _____		Date: _____			
		Project/Center: _____					
		Dept./Center Box #: _____		Ext: _____			
Name: _____		Does the employee have any relatives currently employed at TC? <u>    </u> YES <u>    </u> NO <u>    </u>		T#: _____			
Title: _____			Pay Grade: _____		Pay Step: _____		
From Date: _____		To Date: _____		Term: _____			
<i>Salary Information:</i> ① Choose one: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time		<i>Appointment Type: indicate code #</i> Appt. type code: _____ Appt. revision code(s): _____		<i>Course Number / Section Number:</i> _____ / _____ _____ / _____ _____ / _____ _____ / _____			
② Indicate one: % Full Time Base:        OR Hours worked per week:		<i>Docket Information (if applicable):</i> Docket Date: _____ Highest Degree: _____					
③ Fill in <b>at least one</b> :  Weekly Salary:  Monthly Salary:  FT Annual Base:  Salary for Appt. Period:  Hourly Rate:  Imputed Hours per Pay Period:  One Time Payment: <i>Special permission required for One Time Payments</i>  Comments:   Attach supporting documentation as appropriate			<i>Salary Allocation:</i>				
			Index	Account	%	Subtotal	
<b>All Grants must be approved by the Grants &amp; Contracts Office</b>			Total Should = 100% Shaded cells should agree				
Requested by: _____ Date: _____			Recommended by: _____ Date: _____				
Print Name: _____			Print Name: _____				
Sign Name: _____ <small>(Dept. Administrator / Principal Investigator / Center Director)</small>			Sign Name: _____ <small>(Department Chair / Department Head)</small>				
<b style="color: red;">For Human Resources Use Only:</b> New Position # _____ Suffix _____ Old Position # _____ Suffix _____ Retro Period _____ Retro Pay \$ _____ Approved by: _____ Date: _____			Gross Salary per Pay Period \$ _____ Title Code (Job Loc.): _____ Type Code (Longevity): _____ <b style="color: red;">For Payroll Office Use Only:</b> Next Pay Date: _____ Entered by: _____ Date: _____				
<b style="color: red;">HR Comments Regarding Processing:</b> _____ _____			<b style="color: red;">For Dean's/ VP Finance and Administration's Office Use Only:</b> Approved by: _____ Date: _____				