



PERSONNEL ACTION FORM

Please use this form to request approval for a new hire, reappointment with associated compensation change, or promotion.

New Hire

Reappointment

Promotion

Please complete this form and submit along with a proposed offer letter (for new hires only) and proposed contract to Patricia Gaspard at pspears@lsue.edu.

EMPLOYEE INFORMATION

Employee's Full Name: _____	Currently Employed at Another LSU Campus? Yes No
Phone Number: _____	Agency Transfer? Yes No
Email Address: _____	
Highest Degree Earned: _____	Gender: _____
Field of Study: _____	Date of Birth: _____
Institution: _____	SS Number: <small>Make arrangements to provide Social Security Number to your HR Analyst</small>
Years of Experience (as Required for Position): _____	
Description of Relevant Experience/Qualifications for Position:	

POSITION INFORMATION

Job Title: _____	Position #: _____
Position: _____	Cost Center #: _____
Full time or Part time _____ # of hours; _____ % effort	Account Number (PG)#: _____
Work Shift (if applicable): _____	Proposed Hire Date: _____ End Date: _____ <small>(if applicable)</small>
Job Family: _____	

COMPENSATION

Permanent Salary	Additional Pay (Temporary)
Proposed Salary/Pay Rate: _____ <small>Note: Offered salary will be dependent on candidate credentials and experience.</small>	Allowance Plan Type: _____
Compensation Type: _____	Allowance Amount: \$ _____
	Costing Allocation: _____
	OR
	Overload Pay: \$ _____
	Relocation Incentive Amount: \$ _____
	Costing Allocation: _____
	Honorific Title: _____
	Honorific Amount: \$ _____
	BG#: _____

OVERLOAD COURSE(S) TAUGHT (IF APPLICABLE)

Overload Course Information:

SPECIAL PROVISIONS

*List any special provisions for this appointment (e.g. years of service toward tenure, joint appointment).

REQUIRED ATTACHMENTS FOR REVIEW

- **Academic:** Offer Letter, Resume/CV, Contract (PER-25), Official Transcripts, Summary of three references or three letters of recommendation
- **Professional/Unclassified:** Offer Letter, Resume, Contract (PER-40), Official Transcripts
- **Classified:** Offer Letter, Job Description
- **WAE:** Resume, Official Transcripts
- **Transient:** Resume

HIRING MANAGER INFORMATION

Name:

Phone:

Email:

ADMINISTRATIVE APPROVALS

Division Head: _____ Date: _____

Vice Chancellor of Business Affairs: _____ Date: _____

Vice Chancellor of Academic Affairs: _____ Date: _____

Chancellor: _____ Date: _____

AAEO: _____ Date: _____