



# 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](mailto:pspears@lsue.edu).

## EMPLOYEE INFORMATION

Employee's Full Name: _____	Currently Employed at Another LSU Campus? Yes <span style="float: right;">No</span>
Phone Number: _____	Agency Transfer? Yes <span style="float: right;">No</span>
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

<b>Permanent Salary</b>	<b>Additional Pay (Temporary)</b>
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**

- **Academic:** Offer Letter, Resume/CV, Contract (PER-25), Official Transcripts, Fraud & Employee Invent Forms, Three letters of recommendation
- **Professional/Unclassified:** Offer Letter, Resume, Contract (PER-40), Official Transcripts
- **Classified:** Resume, Contract (PER-40), Official Transcripts
- **WAE:** Resume, Contract (PER-40), 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: \_\_\_\_\_