



# HOBART AND WILLIAM SMITH COLLEGES

## EMPLOYMENT ACTION FORM

<b>FACULTY/ STAFF INFORMATION</b>	<p>Employee Name: Last, First, MI _____ Empl. ID. _____</p> <p>Job Title _____ Department Name _____</p> <p>Supervisor's Name and Title _____</p>		
<b>NATURE OF ACTION</b>  <b>Please check all that apply</b>	<p><b>EFFECTIVE DATE:</b> _____</p> <p><b>HIRE</b></p> <p style="padding-left: 40px;">New Appointment                  Reappointment</p> <p style="padding-left: 40px;">Replacement for _____</p> <p><b>CHANGE OF STATUS</b></p> <p style="padding-left: 40px;">Promotion/Rank Change          Transfer/Job Bid</p> <p style="padding-left: 80px;">Change in Salary                  Increase/Decrease Hrs. <i>(complete Salary Information on reverse side)</i></p> <p>New Title: _____</p> <p><b>SEPARATION/TERMINATION – Last Day Worked</b> _____</p> <p style="padding-left: 40px;">Resignation*                  Involuntary Termination                  Other</p> <p style="padding-left: 40px;">Retirement *                  Faculty Non-Reappointment</p> <p><b>*Please attach resignation/retirement letter.</b></p>	<p><b>LEAVE REQUEST</b></p> <p style="padding-left: 40px;">Leave with Pay</p> <p style="padding-left: 40px;">Leave without Pay, w/Benefits</p> <p style="padding-left: 40px;">Leave without Pay, without Benefits</p> <p style="padding-left: 40px;">Sabbatical Leave</p> <p style="padding-left: 80px;">Full          Partial _____%          Unpaid</p> <p style="padding-left: 40px;">FMLA</p> <p>Dates of Leave</p> <p style="padding-left: 40px;">From _____ To _____</p>	
<b>ASSIGNMENT STATUS</b>  <b>Please check all that apply</b>	<p>Faculty                  Tenure-Track                  Non-Tenure-Track                  Adjunct</p> <p>Administrative Salaried                  Administrative – Hourly Paid                  Union – Hourly Paid</p> <p>Full time                  Part-time (more than 20 hours per week)                  Part-time (less than 20 hours per week)</p> <p>Academic year                  Semester:          Fall                  Spring                  Both</p> <p>Temporary                  Grant Funded                  Period of appointment: From _____ to _____</p>		

