

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
EPA PERSONNEL ACTION FORM**



ID # 2548

Date **March 3, 2005**

1. Social Security No. 123-45-6789

2. Name: Smith, Amy S.

3. Address: 2861 W. Friendly Ave.
Greensboro, NC 27410

Country: U.S.A.

5. Building: 35 Room # 105

Campus Phone: 334-5241

6. Benefits

Increase Recommender: _____

Timekeeper Location: _____

Check Dist. Code: 324

7. I-9 Certification Needed

I-9 Certification Date: _____

8. Student

9. Teaching Position

10. AAO Forms Complete

11. Credentials Verified

12. U.S. Citizen Type Visa: _____

4. Division: 01 Unit: 22

Dept No.: 324

Dept. Name: THEATRE

14. Employee's Salary to be paid from sources as follows:

Posn #	Sources (Budget Subhead)	Amount	FTE
<u>490324</u>	<u>2 - 01324 - 1310</u>	<u>\$ 3,000.00</u>	<u>.25</u>

Totals-- Amount: **\$ 3,000.00**
FTE: **0.25**

15. Plus Salary Increase:

13. Comments:

To appoint as 1/4 lecturer for Spring 2006.

1

<input checked="" type="checkbox"/> NEW APPOINTMENT	<input type="checkbox"/> REAPPOINTMENT	<input type="checkbox"/> Promotion
CHANGE IN: <input type="checkbox"/> FUNDING	<input type="checkbox"/> RANK	<input type="checkbox"/> SALARY <input type="checkbox"/> TITLE

Effective Date: 01/01/06

Work End Date: 05/15/06

Number of months worked: 4.5

Number of installments: 4

Rank Recommended: Lecturer

This is a Graduate Assistant

EPA Nonfaculty annual leave allowance recommended (if appropriate): _____ days

Replacement for faculty on research assignment/leave: _____

2
3

4

SEPARATION, REMOVAL FROM PAYROLL Effective Date: <u>04/30/06</u>

Rank Lecturer

Separation Reason Appointment Completed Other _____

Reason for resignation _____

CHANCELLOR	VICE CHANCELLOR	GRAD. SCHOOL (Student only)	DEAN/DIRECTOR	DEPARTMENT HEAD	BUDGET OFFICE
Approval	Approval	Approval	Approval	Approval	Approval
Date	Date	Date	Date	Date	Date