COLUMBIA UNIVERSITY
PERSONNEL ACTION FORM

ACTION (CHECK 1 OR MORE)
☐ HIRE ☐ SAL / TITLE ☐ LEAVE ☐ TERMINATION
☐ CORRECTION ☐ NAME ☐ ADDRESS ☐ OTHER

DATE SUBMITTED

ADMIN. DEPT. CODE SOCIAL SECURITY NO.

ADMIN DEPT. NAME

EMPLOYEE ID

NAME Prefix _____

First Middle Last Suffix

_____

PHONE and CONTACTS WORK LOC.

OFF. PHONE Dir. Addr. Approval

RES. PHONE Dir. Phone Approval

FAX

PRIMARY E-MAIL

OVERALL STATUS

CU EMP. STATUS PAY FREQ.

STATUS EFF. DATE FLSA

HIRE DATE CU OVERALL FT/PT STATUS

U. SEN DATE TOTAL BASE SALARY $

OFFICE ADDRESS

MAIL CD.

CITY STATE

COUNTRY ZIP

HOME ADDRESS (Permanent)

CITY STATE

COUNTRY ZIP

MAILING ADDRESS (Current)

CITY STATE

COUNTRY ZIP

PERSONAL

SEX BIRTH DATE

ETHNICITY / RACE*

MARITAL STATUS* MIL. RPT. STATUS*

MARITAL STATUS DATE

WORK ELIGIBILITY

U.S. CITIZEN

VISA TYPE

EXPIRATION DATE

PERM RES REG # A:

EDUCATION

HIGHEST DEGREE

INSTITUTION YEAR

TENURE INFORMATION

TENURE STATUS*

TENURE BEGIN DATE

COMPLETE UNIVERSITY TITLE

POSITION / SALARY INFORMATION

POSITION STATUS POSITION TYPE EMPL REC NO OF ACTIVE POSITIONS

POSITION NUMBER TITLE EFF. DATE GRADE

POS. DEPT CODE APPT. TYPE* SALARY PLAN

POS. DEPT NAME APPT. EFF. DATE

TITLE APPT. END DATE

BASE SALARY BASE SALARY EFF. DATE BASE SALARY END DATE TYPE SAL. CHANGE

SALARY TYPE * REASON SAL. INCR.

CYC. SAL

FLSA FT / PT HOURS/WEEK HOURLY RATE

SHIFT HOURLY SHIFT AMOUNT ANN'L SHIFT AMOUNT BARG. UNIT

JOB CODE JOB FUNCTION JOB FAMILY B.U. SEN. DATE % EFFORT

TERMINATION / RETIREMENT /LAYOFF

ACTION* ACTION REASON * EFFECTIVE DATE

TERM VAC. PAY DAYS: VACATION PAY AMT.

SEVERANCE PAY AMT. MONTHS WEEKS % OF WEEKS

LEAVE OF ABSENCE

LEAVE TYPE ☐ Paid Leave of Absence LEAVE BEGIN DATE

☐ Unpaid Leave of Absence LEAVE END DATE

EXPECT RET ACTUAL RET

ACTION REASON CODE* LEAVE SALARY $

AUTHORIZATIONS / APPROVALS

NAME DATE

TITLE

NAME DATE

TITLE

NAME DATE

TITLE

NAME DATE

TITLE

NAME DATE

TITLE

PERSONNEL DATE

EE Tran. Center

* KEY VALUES ARE LISTED ON NEXT PAGE

PLEASE TYPE or USE COLORED INK (DO NOT USE BLACK INK OR PENCIL)

KEYS:

ETHNICITY / RACE:

1) WHITE
2) BLACK
3) HISPANIC
4) ASIAN / PACIFIC ISLANDER
5) AMERICAN INDIAN / ALASKAN NATIVE
7) INDIAN SUBCONTINENT

MARITAL STATUS

S) SINGLE
M) MARRIED
D) DIVORCED
E) LEGALLY SEPARATED
W) WIDOWED

APPT. TYPE

1) TRUSTEES
2) PRESIDENTIAL
3) SECRETARY'S
4) SUPPORT STAFF - NON UNION
5) SUPPORT STAFF - UNION

MILITARY RPT. STATUS

D) DISABLED VETERAN
U) DISABLED VIETNAM VETERAN
V) VIETNAM ERA VETERAN
1) NOT APPLICABLE

SALARY TYPE

CNTRCT	Period Salary (with end date)
NAANNL	Annual Salary (without end date)
NAHRLY	Hourly

TENURE TYPE

1 Tenured
2 Tenure of Title
3 Non-Tenured - On Track
4 Other Non Tenured

PAID / UNPAID LEAVE OF ABSENCE ACTIONS

PAID LEAVE OF ABSENCE (PLA) REASON CODES

Academic Leaves	
Exemption from Teaching Duties	EXM
Lapse of Funding	LAP
Research Leave	RSR
Sabbatical	SAB
Administrative Leaves	
Administrative	ADM
Medical Leaves	
FMLA - Non-Occptnl Disability (Med)	FNO
FMLA - Occupational Disability	FOD
FMLA - Long Term Disability	FLT
Non-Occptnl Disability	NOC
Occupational Disability	OCD
Long Term Disability	LTD
Worker's Compensation	WOR
Parental Leaves	
FMLA - Infant Care	FIC
FMLA-Parental Workload Relief	FPR
FMLA - Part Time Career Appt	FPC
Infant Care	INF
Infant Care - Extended	INX
Parental Workload Relief	PWR
Part Time Career Appointment	PTC
Personal Leaves	
FMLA - Personal Leave	FPL
Personal Leave	PER
Seasonal Leaves	
Seasonal Layoff	SLA

UNPAID LEAVE OF ABSENCE (LOA) REASON CODES

Academic Leaves	
Exemption from Teaching Duties	EXM
Lapse of Funding	LAP
Public Service	PUB
Research Leave	RSR
Sabbatical	SAB
Medical Leaves	
FMLA - Non-Occptnl Disability (Med)	FNO
FMLA - Occupational Disability	FOD
FMLA - Long Term Disability	FLT
Non-Occptnl Disability	NOC
Occupational Disability	OCD
Long Term Disability	LTD
Worker's Compensation	WOR
Military Leaves	
Military Call Up	MCU
Military Reserve Training	MRT
Parental Leaves	
FMLA - Infant Care	FIC
FMLA-Parental Workload Relief	FPR
FMLA - Part Time Career Appt	FPC
Infant Care	INF
Infant Care - Extended	INX
Parental Workload Relief	PWR
Part Time Career Appointment	PTC
Personal Leaves	
FMLA - Personal Leave	FPL
Personal Leave	PER
Seasonal Leaves	
Seasonal Layoff	SLA
Union Leaves	
Union Business	UNI

TERMINATION / RETIREMENT / LAYOFF ACTIONS

TERMINATION (TER) ACTION REASON CODES

Appointment Ended	AEN
Course Cancelled	CAN
Death	DEA
Resignation	
Resignation-Accept Pos Outside the University	APO
Dissatisfied with Working Cond	WRK
Resignation - Education	EDU
Resignation - Health Reasons	HLT
Resignation - Military Service	MIL
Resignation - Other Personal	ROP
Relocation	RLO
Misconduct	
Excessive Absence/Lateness	EAL
Failure to Perform Duties	FAI
Release - Unable to Perform Satisfactorily	RLS
Termination of Prehire	PRE
Violation of University Regulations	VIO
Reorganization	REO

RETIREMENT (RET) ACTION REASON CODES

Normal - 65 Plus	NOR
Early - Pre 65	EAR
Disability	DIS
Incentive	INC
Layoff	LAY

LAYOFF (LOF) ACTION REASON CODES

Lack of Funding	FND
Position Eliminated	ELM
Seasonal Layoff	SLA