



**COLUMBIA UNIVERSITY
PERSONNEL ACTION FORM**

ACTION (CHECK 1 OR MORE)		PRINTED 11/19/2003	DATE SUBMITTED
<input type="checkbox"/> HIRE	<input type="checkbox"/> SAL / TITLE	<input type="checkbox"/> LEAVE	<input type="checkbox"/> TERMINATION
<input type="checkbox"/> CORRECTION	<input type="checkbox"/> NAME	<input type="checkbox"/> ADDRESS	<input type="checkbox"/> OTHER
ADMIN. DEPT. CODE 0140000		SOCIAL SECURITY NO. 002761773	
ADMIN DEPT. NAME WKSTUDY/STUD FIN SVC			

EMPLOYEE ID 100246
 NAME Prefix Ms
 First Middle Last Suffix
Molly C Hunt

PHONE and CONTACTS	WORK LOC. 01	OVERALL STATUS
OFF. PHONE	Dir. Addr. Approval N	CU EMP. STATUS A
RES. PHONE	Dir. Phone Approval	STATUS EFF. DATE 8/1/2002
FAX		HIRE DATE 1/10/2000
PRIMARY E-MAIL		U. SEN DATE
		PAY FREQ. B
		FLSA X
		CU OVERALL FT/PT STATUS Part-Time
		TOTAL BASE SALARY \$ 0.00

OFFICE ADDRESS	HOME ADDRESS (Permanent) 949 Westend Avenue # Phe	MAILING ADDRESS (Current)
CITY STATE	CITY New York STATE NY	CITY STATE
COUNTRY ZIP	COUNTRY USA ZIP 10025	COUNTRY ZIP

PERSONAL	WORK ELIGIBILITY	EDUCATION	TENURE INFORMATION
SEX Female BIRTH DATE 7/28/1973	U.S. CITIZEN Y	HIGHEST DEGREE	TENURE STATUS*
ETHNICITY / RACE*	VISA TYPE	INSTITUTION YEAR	TENURE BEGIN DATE
MARITAL STATUS* Single MIL. RPT. STATUS*	EXPIRATION DATE		
MARITAL STATUS DATE	PERM RES REG # A:		

COMPLETE UNIVERSITY TITLE

POSITION / SALARY INFORMATION	POSITION STATUS Active	POSITION TYPE Primary Job	EMPL REC 0	NO OF ACTIVE POSITIONS 1
POSITION NUMBER 30000014	TITLE EFF. DATE 1/10/2000	GRADE UGR		
POS. DEPT CODE 0140000	APPT. TYPE* C	SALARY PLAN NUSS		
POS. DEPT NAME WKSTUDY/STUD FIN SVC	APPT. EFF. DATE 1/10/2000			
TITLE CASUAL/WORK STUDY	APPT. END DATE			
BASE SALARY 0.00	BASE SALARY EFF. DATE 1/10/2000	BASE SALARY END DATE	TYPE SAL. CHANGE	
SALARY TYPE * NAHRLY	Default NA Hourly		REASON SAL. INCR.	
CYC. SAL 0.00				
FLSA X	FT / PT Part-Time	HOURS/WEEK 35.00	HOURLY RATE 0.00	
SHIFT N	HOURLY SHIFT AMOUNT 0.00	ANN'L SHIFT AMOUNT	BARG. UNIT	
JOB CODE 510100	JOB FUNCTION 51	JOB FAMILY	B.U. SEN. DATE	% EFFORT 0.00

TERMINATION / RETIREMENT /LAYOFF	LEAVE OF ABSENCE
ACTION* ACTION REASON * EFFECTIVE DATE	LEAVE TYPE <input type="checkbox"/> Paid Leave of Absence LEAVE BEGIN DATE
TERM VAC. PAY DAYS: VACATION PAY AMT.	<input type="checkbox"/> Unpaid Leave of Absence LEAVE END DATE
SEVERANCE PAY AMT. MONTHS WEEKS % OF WEEKS	EXPECT RET ACTUAL RET
	ACTION REASON CODE* LEAVE SALARY \$ 0.00

AUTHORIZATIONS / APPROVALS	NAME DATE	NAME DATE
NAME DATE	TITLE	TITLE
TITLE	PERSONNEL	DATE
NAME DATE	TITLE	EE Tran. Center
TITLE		

* KEY VALUES ARE LISTED ON NEXT PAGE

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

KEYS:

ETHNICITY / RACE:	MARITAL STATUS	APPT. TYPE	MILITARY RPT. STATUS	SALARY TYPE	TENURE TYPE
1) WHITE	S) SINGLE	1) TRUSTEES	D) DISABLED VETERAN	CNTRCT Period Salary (with end date)	1 Tenured
2) BLACK	M) MARRIED	2) PRESIDENTIAL	U) DISABLED VIETNAM VETERAN	NAANNL Annual Salary (without end date)	2 Tenure of Title
3) HISPANIC	D) DIVORCED	3) SECRETARY'S	V) VIETNAM ERA VETERAN	NAHRLY Hourly	3 Non-Tenured - On Track
4) ASIAN / PACIFIC ISLANDER	E) LEGALLY SEPARATED	4) SUPPORT STAFF - NON UNION	1) NOT APPLICABLE		4 Other Non Tenured
5) AMERICAN INDIAN / ALASKAN NATIVE	W) WIDOWED	5) SUPPORT STAFF - UNION			
7) INDIAN SUBCONTINENT					

PAID / UNPAID LEAVE OF ABSENCE ACTIONS

PAID LEAVE OF ABSENCE (PLA) REASON CODES		UNPAID LEAVE OF ABSENCE (LOA) REASON CODES	
<u>Academic Leaves</u>		<u>Academic Leaves</u>	
Exemption from Teaching Duties	EXM	Exemption from Teaching Duties	EXM
Lapse of Funding	LAP	Lapse of Funding	LAP
Research Leave	RSR	Public Service	PUB
Sabbatical	SAB	Research Leave	RSR
		Sabbatical	SAB
<u>Administrative Leaves</u>		<u>Medical Leaves</u>	
Administrative	ADM	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
		<u>Military Leaves</u>	
		Military Call Up	MCU
		Military Reserve Training	MRT
<u>Parental Leaves</u>		<u>Parental Leaves</u>	
FMLA - Infant Care	FIC	FMLA - Infant Care	FIC
FMLA-Parental Workload Relief	FPR	FMLA-Parental Workload Relief	FPR
FMLA - Part Time Career Appt	FPC	FMLA - Part Time Career Appt	FPC
Infant Care	INF	Infant Care	INF
Infant Care - Extended	INX	Infant Care - Extended	INX
Parental Workload Relief	PWR	Parental Workload Relief	PWR
Part Time Career Appointment	PTC	Part Time Career Appointment	PTC
<u>Personal Leaves</u>		<u>Personal Leaves</u>	
FMLA - Personal Leave	FPL	FMLA - Personal Leave	FPL
Personal Leave	PER	Personal Leave	PER
<u>Seasonal Leaves</u>		<u>Seasonal Leaves</u>	
Seasonal Layoff	SLA	Seasonal Layoff	SLA
		<u>Union Leaves</u>	
		Union Business	UNI

TERMINATION / RETIREMENT / LAYOFF ACTIONS

TERMINATION (TER) ACTION REASON CODES	
Appointment Ended	AEN
Course Cancelled	CAN
Death	DEA
<u>Resignation</u>	
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	RL0
<u>Misconduct</u>	
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