

Staff Personnel Action Form

1. Employee Information

Employee Legal Name	First Name	Middle Name	Last Name
Employee GWID	G	Division/School	
Effective Date		Position Number	

2. Transaction Details

Transaction		
<i>Complete all fields</i>	Current ("From")	Proposed New ("To")
Hourly Rate (<i>nonexempt</i>) Annual Salary (<i>exempt</i>)		
Full Time Equivalent (FTE)		

Temporary FTE End Date	
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3. Approvals – Route to next appropriate approver

	Print Name	Signature	Date
HR Representative			
Finance Director			
OVRP <i>(Only if funded by Research)</i>			
Compensation <i>(comp@gwu.edu)</i>			

Submit completed form to HR Information Systems at hris@gwu.edu

The HR Representative will be notified of the successful completion of this request by HRIS.