

Northern Oklahoma College

Request for Personnel Action

1			
SSN	Last Name	First Name	Initial
Home Address		Phone	
City	State	Zip	

All Full-time salaried and part-time, new hire and rehire employees are considered to be on probation during the first twelve (12) months of employment. A probationary period is used to evaluate an employees ability to perform his/her assigned duties; communicate effectively with co-workers; follow directions, rules, and policies; work in harmony with co-workers; and present a positive image of the College. The end of the probationary period does not indicate permanent employment. The College maintains its right to employ "at-will" and may choose not to renew an appointment to a position, regardless of probationary status.

2				
Requires increase in funding: yes ___ no ___		<u>Check all that apply:</u>		
Transaction Type: Vacant Position ___ New Position ___ Reallocation ___ Other ___		9-Month _____ 12 month _____ Faculty _____ Adm/Professional _____ Full time _____ Classified _____ Part time _____ Hourly/Seasonal _____ Salaried _____ Temporary _____	Replacement For: _____	
Title or Position Proposed		Division or Area		
		Hourly Rate	Hr/Week	

Remarks or Special Conditions; Justification of Critical Need (Required):

EMPLOYMENT BEGIN DATE	EMPLOYMENT END DATE
ANNUAL BASE SALARY/PAY	BUDGET TO BE CHARGED

3	SIGNATURES MUST BE SECURED IN THE FOLLOWING ORDER. PLEASE ROUTE DIRECTLY TO THE NEXT SIGNER.		NOTE: This form and the background check must be completed with all signatures prior to reporting to work.
	1. _____ Employee	Date: _____	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> SALARY TO BE PAID IN 12 Monthly Installments </div> SALARY/PAY SUBJECT TO AVAILABILITY OF FUNDS
	2. _____ Head of Division/Administration Area	Date: _____	
	3. _____ Vice President of Campus/Division (if applicable)	Date: _____	
	4. _____ Vice President	Date: _____	
	5. _____ Vice President of Financial Affairs	Date: _____	

TO BE COMPLETE BY THE HUMAN RESOURCE DEPARTMENT

		Date Received in HR Office			
Name of Department		Department Number	Last 5 Digits of Acct #	Occupation Code	Campus
Group Code	Payroll Frequency	Employment Status	Retirement Status	Wage Type	State Object