

Personnel Action Request

Requestor:			
New Employee Personal Information			
Name(If Known):		Position Title:	
Email Address:		Empl ID (if known):	
Date of Birth: / /		Gender: M F Unknown	
Type of Position – Benefits Eligible	Faculty	Appointed	Staff GRA Student
Non-Benefits Eligible - Temporary (> than .50 FTE, up to 89 days)		Part time< .5	
Career Progression (additional documentation required)		Re-classification (additional documentation required)	
Position Information			
Dept. Number		Dept. Name	
Supervisor/Time Approver EmplID and Name:		Start Date: / /	Expected End Date: / / (Not Required)
Average Weekly Hours / FTE		Salary/Hourly Rate	Position # (assigned by Bus. Office):
Account Number(s) and % Distribution:			
For Office Use Only			
Fund Accountant Signature			
Brief (under 250 characters) description of duties, or type of request (IE: FTE reduction) or attach a position description in the prescribed format and forward to HR representative as a Word attachment			
Country of Citizenship: I Permanent US Resident? Yes No Visa Type:			
Visa Begin Date: Visa Expiration Date (I-20 or DS-2019)			
Security Sensitive Functions - (For additional information please visit http://policy.arizona.edu/pre-employment-screening)			
	Yes	No	Comments
Significant financial oversight responsibilities?			
Unsupervised contact with minors who are not enrolled students of the University?			
Unrestricted access to residence hall rooms?			
Role designated by Dean or Vice President as "security or safety sensitive"?			
Driving on university business in UA, rented, or personal vehicles?			
Import/Export - (For additional information please visit http://ocr.vpr.arizona.edu/export-control)			
	Yes	No	Comments
1. US Citizen or Permanent Resident?			
2. Collaborating on research activities with UA faculty or research scientist? If No to #1 and Yes to #2, please complete #3 – 7, otherwise skip to 8			
3. Access to ITAR controlled data, technology, materials information, software or equipment?			
4. Access to EAR Controlled technology or encryption software code?			
5. Involved with a project that:			
a. Has restrictions on the release of certain project information?			
b. Has a publication or access and dissemination restriction?			
c. Has a military connotation or end-use?			
d. Is sponsored by a defense agency?			
e. Is related to space, missile technology, or biological/chemical weapons?			
f. Requires foreign national approval by sponsor or no foreign nationals are allowed?			
6. Involved in a project that has a technology control plan in place?			
7. Do you have a reason to believe the individual will need an export license?			
Specialized Training Required - (For additional information please visit http://risk.arizona.edu/training/index.shtml)			

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	Yes	No	Comments
Working in a laboratory setting with any of the following:			
Bloodborne pathogens or other biological materials?			
8. Radioactive materials?			
a. Lasers or other non-ionizing radiation?			
b. Hazardous Chemicals			
c. Working in a non-laboratory setting with chemical or biological materials?			
d. Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting.			
9. Performing work that requires protective equipment including respiratory and hearing protection?			
Attachments Required for hiring, etc. process (not opening a recruitment)			
I-9, Part 1 Completed, Signed and Dated			
I-9 Document(s) – See Following Page			
If Visa, then Passport, I-94, I-20 (F-1) or DS-2019 (J-1)			
Signed Offer Letter			
Signed recruitment application			
Attachment for Career Progression			
Career Progression Form http://www.hr.arizona.edu/files/progression.pdf			
Attachment for Reclassification			
Attach job description, memo of justification and resume of candidate. Contact HR representative for job description template			

COMMENTS/NOTES:

Signatures:

Requestor/Supervisor: _____ Date ____/____/____

Principal Investigator _____ Date ____/____/____
(if not requestor/supervisor)

Department Chair/Dean: _____ Date ____/____/____