# PERSONNEL ACTION FORM

**TEACHERS COLLEGE**  
**COLUMBIA UNIVERSITY**

**Department:**  
**Date:**

**Project/Center:**  
**Dept./Center Box #:**  
**Ext:**

**Name:**

Does the employee have any relatives currently employed at TC?  
- **YES**  
- **NO**

**T#:**

**Title:**

**Pay Grade:**

**Pay Step:**

**From Date:**

**To Date:**

**Term:**

**Salary Information:**

**Appointment Type:** indicate code #

1. Choose one:
   - Part Time
   - Full Time

2. Indicate one:
   - % Full Time Base: OR
   - Hours worked per week:

**Course Number I Section Number:**

**Docket Information (if applicable):**

- Docket Date:
- Highest Degree:

**Salary Allocation:**

<table>
<thead>
<tr>
<th>Index</th>
<th>Account</th>
<th>%</th>
<th>Subtotal</th>
</tr>
</thead>
</table>

**Salary for Appt. Period:**

- Hourly Rate:
- Imputed Hours per Pay Period:

**One Time Payment:**

- Special permission required for One Time Payments

**Comments:**

**Attach supporting documentation as appropriate**

**All Grants must be approved by the Grants & Contracts Office**

**Total Should = 100%**

**Shaded cells should agree**

Requested by:  
**Date:**

Print Name:

Sign Name:

(Department Administrator / Principal Investigator / Center Director)

Recommended by:  
**Date:**

Print Name:

Sign Name:

(Department Chair / Department Head)

**For Human Resources Use Only:**

- New Position #  
- Suffix

- Old Position #  
- Suffix

- Retro Period  
- Retro Pay $

Approved by:  
**Date:**

**For Payroll Office Use Only:**

- Gross Salary per Pay Period $

Title Code (Job Loc.):  
Type Code (Longevity):  

**For Payroll Office Use Only:**

- Next Pay Date:

Entered by:  
**Date:**

**For Dean’s/ VP Finance and Administration’s Office Use Only:**

Approved by:  
**Date:**

**HR Comments Regarding Processing:**

Approved by:  
**Date:**

**Color Code:** Payroll: White — Human Resources: Canary — Controller’s: Pink — Department: Goldenrod

09/13