

# ENST PERSONNEL ACTION REQUEST FORM

**This form must be submitted and approved PRIOR to all personnel actions in ENST.**

**EMPLOYMENT MAY NOT BEGIN PRIOR TO THIS FORM BEING APPROVED AND COMPLETION OF ALL REQUIRED DOCUMENTATION AND VERIFICATION.**

<b>TITLE OF POSITION BEING REQUESTED:</b> _____		
<b>EMPLOYEE NAME (if applicable):</b> _____ <b>UID:</b> _____		
<b>TYPE OF EMPLOYMENT ACTION BEING REQUESTED</b> <i>(Please check one)</i>	<b>Start Date</b>	<b>End Date</b>
<input type="checkbox"/> Creation of New Position <input type="checkbox"/> Change to Current Position <input type="checkbox"/> Additional Position <input type="checkbox"/> Extension of Current Position <input type="checkbox"/> Renewal of Current Position <input type="checkbox"/> Overload	_____	_____
<input type="checkbox"/> Termination of Current Position – <i>Please indicate the End Date and Reason for termination.</i> Reason for termination: _____  <i>It is critical to communicate <u>all</u> termination dates to HR personnel for <u>all</u> employee types <u>before they occur</u> to avoid Payroll, Benefits, Tax and Other implications.</i>		_____

**EMPLOYEE TYPE**

- FACULTY:**                       FULL-TIME                       PART-TIME
- Tenure/Tenure Track Faculty     Faculty Academic Administrator  
 Non-Tenure/Tenure Track Faculty     Contract (faculty)  
 (i.e., FRAs, FEAs, Adjunct, Faculty, Lecturers, etc.)

- STAFF:**                       EXEMPT                       NON-EXEMPT
- REGULAR                       CONTINGENT II                       CONTINGENT I (Hourly)  
 Full-time                       Full-time                      \_\_\_\_\_ Hours per week  
 Part-time                       Part-time

- STUDENT:** (UID): \_\_\_\_\_ Credit Hours Enrolled: \_\_\_\_\_ Graduation Date: \_\_\_\_\_
- Undergraduate     Graduate – Master’s or PhD                       Graduate Assistant – Master’s or PhD

*If additional documentation or action is needed for this position, please check the appropriate box below and submit the completed applicable documentation with this form, if required.*

- “Criminal History Record Check” (Verification is needed for Nutrient Management positions)
- Work Permit Authorization & Parental Consent Form (Signed Forms are needed for Minors/Trainees/Interns)
- This is an International hire. Please indicate their Visa Status below. Additional documentation and time will be needed for processing. Check Visa Status:  Asylee     Deferred Action     F-1 Student     F-1 Student OPT     G-1
- H-1B     J-1 Student     J-1 Non-Student     J-2     Permanent Resident     Other \_\_\_\_\_
- Other (Please specify): \_\_\_\_\_
- N/A

Proposed Salary/Wage: \_\_\_\_\_  Annual     Hourly     Non-paid     Other

Proposed Pay Range (Exempt and Nonexempt): \_\_\_\_\_

Additional Details: \_\_\_\_\_

Is permanent space, either shared or private, and/or equipment (i.e., computer, printer, etc.) being requested for this position? If so, please specify. \_\_\_\_\_

Source of Funds	Account Number	Budgeted Amount	%	Start Date	End Date
<input checked="" type="checkbox"/> Fed Formula <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> County <input checked="" type="checkbox"/> Grant		\$		_____	_____
<input type="checkbox"/> Fed Formula <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Grant		\$		_____	_____
<input checked="" type="checkbox"/> Fed Formula <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> County <input checked="" type="checkbox"/> Grant		\$		_____	_____
<input checked="" type="checkbox"/> Fed Formula <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> County <input checked="" type="checkbox"/> Grant		\$		_____	_____
<input checked="" type="checkbox"/> Fed Formula <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> County <input checked="" type="checkbox"/> Grant		\$		_____	_____

**APPROVALS:**

Request Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Determined by HR or Fiscal Officer)*

**Processing Time:**

- Please allow **3-5 business days for hourly appointments to be processed** from the time all completed paperwork has been submitted to ENST HR.
- Please allow **5-10 business days for salaried appointments to be processed** from the time the Hiring Proposal has been approved in eTerp. Salaried appointments must start at the beginning of a pay period. Please request an approximate start date from an ENST HR representative.
- The processing time for International hires varies and is longer than regular hires due to the additional documentation and verification processes involved.

**Required Process & Documentation for all UMD Hires Prior to work:**

- I-9/E-Verify Completion and Clearance for work must be done for all hires at UMD prior to them beginning to work. UMD policy requires that verification and clearance for work of all employees hired by the University be provided by the Department of Homeland Security and the Social Security Office prior to the start of work. No employee should be permitted to begin work prior to completion of this process and prior to the creation of a PHR appointment. Doing so would violate UMD policy and subject the University to fines that may be imposed on the hiring department. Backdating appointments is highly discouraged and is only done in rare circumstances. Therefore, planning ahead is key for all new and returning hires.
- Current (unexpired) forms of identification per Form I-9 requirements must be submitted in order to begin the verification and hiring process.
- Payroll Forms: W-4 Form, Direct Deposit, and additional forms for International Hires (based on their Visa status) must be submitted at the time of hire for payroll purposes.

**ENST HR Representatives:** Ruth Koster ([rkoster@umd.edu](mailto:rkoster@umd.edu)) and Traci Jackson ([tt1jacks@umd.edu](mailto:tt1jacks@umd.edu))