

Personnel Action Change Form INSTRUCTIONS

The Personnel Action Change Form is used to submit changes or updates to existing PeopleSoft employee records (Empl Records). Information is entered in the non-shaded areas. The completed form is submitted to Human Resource Services for processing. Please do not submit this form electronically.

Enter the following information at the top of this form:

- #Empl Name (emplo\HH¶V QDPH
- ‡(PSO , ' HPSOR\HH¶V ,'
- #Empl Rec # (# of record you are changing/ updating)
- #Position #
- #Position Title
- #Empl Class
- #Department # (of Employee)
- #Department Name (of Employee)
- #Union Code

The above information is accessible by viewin J WKH HPSOR\HH¶V UHFRUG LQ 3HRSOH6RIW XQGHU WKH µ-RE 'D