

SAMPLE

**UNIVERSITY OF HAWAII
OVERLOAD & CASUAL
NOTIFICATION OF PERSONNEL ACTION**

UH FORM 6 (PERS) REV. 8/12

1. UH ID NUMBER 11111111		2. NAME (CAPS) LAST, FIRST, MIDDLE DOE, JANE E				3. ADDRESS STREET 2525 CORREA RD. CITY HONOLULU STATE HI ZIP CODE 96822						
4. Date of Birth 01/01/89	5. SEX F	6. US Citizen Y	7. VISA Type	8. Visa NTE	9. HI RES Y	10. VET	11. MARITAL STATUS S	12. PHYSICAL HANDICAP	13. TAX EXEMPT FED 1 STATE 1	14. Payroll Num F4 DIST CODE 118	15. Fica K0	
16. Retirement N0	17. Ethnicity CA	18. NATURE OF ACTION CHANGE TO NEW SAL SCHED				19. EFFECTIVE DATE 07/01/13	20. APPOINTMENT PERIOD FROM 05/13/13 TO 08/23/13					
21. FROM: POSITION TITLE GRADUATE ASSISTANT				22. CURRENT FTE .50		23. TO: POSITION TITLE GRADUATE ASSISTANT				30. NEW FTE .50		
23. POSITION NUMBER 0GA11	24. OCC GRP CD 99012	25. SALARY RANGE STEP GA-12R	26. PAY RATE Hourly Rate Monthly Rate 4,318.00		27. ISLAND 2	31. SALARY RANGE STEP GA-12R	32. PAY RATE Hourly Rate Monthly Rate 2,355.27		33. TOTAL OVERLOAD FUNDS 4,149.83			
28. NAME OF EMPLOYING AGENCY DEPT UNIVERSITY OF HAWAII DIVISION RES AND DEAN OF GRAD DIV BRANCH OFFICE SCH OCN EAR SCI TECH SECTION METEOROLOGY UNIT MANOA						34. NAME OF EMPLOYING AGENCY DEPT UNIVERSITY OF HAWAII DIVISION RES AND DEAN OF GRAD DIV BRANCH OFFICE SCH OCN EAR SCI TECH SECTION METEOROLOGY UNIT MANOA SUPERVISOR UH ID NO. 12131121						
35. ACCOUNT CODE CAMPUS CODE ACCOUNT # SUB-ACCOUNT # PERCENT MA 6664423 TOTAL 100.000%				36. REMARKS REFLECTS NEW SALARY SCHEDULE								
37. User Block 1		38. User Block 2		Primary Approval Site				DOCUMENT NUMBER				
<p>This Notification of Personnel Action Form does not in any way constitute a contract for employment. Terms and conditions of employment are specified in applicable policies, procedures, statutes, rules, regulations, laws and collective bargaining agreements, as appropriate. Appointments effected via this form are temporary in nature and may be discontinued as appropriate. In the event service does not continue throughout the term, if any be specified, the salary due shall be based upon the period of actual service.</p>												
39A. CHAIRPERSON, DEPARTMENT HEAD OR PRINCIPAL INVESTIGATOR PI SIGNATURE						39E. FISCAL AUTHORITY FA SIGNATURE						
39B. DEAN, DIRECTOR OR PROVOST CHAIR SIGNATURE						39F. APPOINTING OFFICER I certify that to the best of my knowledge the appointment or personnel transaction shown above has been made in compliance with all applicable laws and statutes of the State of Hawaii.						
39C. DEAN OF GRADUATE DIVISION (For Overload Only)												
39D. SR VICE PRESIDENT/CHANCELLOR OR VICE PRESIDENT												
						SIGNATURE DATE						