

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

SAMPLE

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 01 STATE 01	14. Payroll Num F4 DIST CODE 118	15. Fica K0
16. Retirement NO	17. Ethnicity CA	18. NATURE OF ACTION TERMINATION/RESIGNATION				19. EFFECTIVE DATE 08/23/13		20. APPOINTMENT PERIOD FROM 05/13/13 TO 08/23/13			
21. FROM: POSITION TITLE GRADUATE ASSISTANT				22. CURRENT FTE .50		29. TO: POSITION TITLE			30. NEW FTE		
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	32. PAY RATE Hourly Rate Monthly Rate		33. TOTAL OVERLOAD FUNDS		
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 DIVISION BRANCH OFFICE SECTION UNIT SUPERVISOR UH ID NO.					
35. ACCOUNT CODE CAMPUS CODE ACCOUNT # SUB-ACCOUNT # PERCENT MA 3800175 100.000% 0.000% 0.000% 0.000% TOTAL 100.000%				36. REMARKS REASON IF NECESSARY							
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 Hawai'i.					
39C. DEAN OF GRADUATE DIVISION (For Overload Only)											
39D. SR VICE PRESIDENT/CHANCELLOR OR VICE PRESIDENT											
SIGNATURE						DATE					