Texas A&M Forest Service – Form 500 Personnel/Budget Action

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | | | PIN: | | Fiscal Year: | | |
| POSITION | Position ADLOC | Time Reporting ADLOC | Effective Date | | | Title Code | Position Action |
| From | Thru | |
| Current |  |  |  |  | |  |  |
| Recommend |  |  |  |  | |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| OCCUPANT | Name | | UIN | | From PIN | To PIN | | Occupant Action |
|  |  | |  | |  |  | |  |
| Current |  | |  | |  |  | |  |
| Recommend |  | |  | |  |  | |  |
| Office Mailing Address: | | | | County: | | | Phone #: | |
| Previous State Employment:  Yes  No | | Supervisor/Team Leader Name: | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RATE | Percent Effort | Pay IND | FTE Monthly or Hourly Rate | FTE Annual | Salary  Action | **Eligible for Benefit Replacement Pay:**  Yes  No |
| Current |  |  |  |  |  | **Benefit Replacement Pay Included in Salary:**  Yes  No |
| Recommend |  |  |  |  |  | Amount: |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SOURCE** REQUESTED RECOMMENDATION  Extended Source Form attached | | | | | | | | | | | |
| Title Code | | Period | | Source | | | Acct Analysis | Obj Class | Percent Effort | Requirement | | |
|  | | From | Thru | PT | Acct | Sup Acct |  |  |  | Acct | Sup Acct | Bud Pool |
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| **Comments:** |  |  |

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| --- | --- |
| Disposition of Lump Sum Leave | Disposition of Sick Leave |
| Vacation Leave Hours to be Paid: | Sick Leave Hours Donated to Pool: |
| Biweekly Employees FLSA Comp Time to be Paid: | Sick Leave Hours Remaining after Donation: |
| **Eligible for Rehire**:  Yes  No (provide supporting documentation to HR) | **Termination Reason Code:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Preparer Name: |  | Date: |  | **Recommended By:** |

Signature Date

**Reviewed by Division Business Administrator:**

Initials

Signature Date

**FIAD Administrative Approval:** **Approved By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Signature Date

|  |  |  |  |
| --- | --- | --- | --- |
| \***PAYROLL OFFICE USE ONLY\*** | | | |
| Budget Screen Entry |  | Email Preparer |  |
| People Screen Entry |  | Process Lump Sum |  |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Timetraq Entry | |  | | Copy for New FY Budget | |  | | |  |  | |  |  |  | |  | | | | |

Texas A&M Forest Service – Form 500 Personnel/Budget Action

Extended Source Form

|  |  |  |
| --- | --- | --- |
| Date: | PIN: | Fiscal Year: |

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|  | **SOURCE** REQUESTED RECOMMENDATION | | | | | | | | | | | |
| Title Code | | Period | | Source | | | Acct Analysis | Obj Class | Percent Effort | Requirement | | |
| From | Thru | PT | Acct | Sup Acct | Acct | Sup Acct | Bud Pool |
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