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:       |

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| --- | --- | --- | --- | --- | --- | --- |
| RATE | Percent Effort | Pay IND | FTE Monthly or Hourly Rate | FTE Annual | SalaryAction | **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 |  |
|

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| --- | --- | --- | --- |
| Timetraq Entry |  | Copy for New FY Budget  |  |
|  |  |  |  |  |  |

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

Extended Source Form

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| --- | --- | --- |
| 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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