Employee Action Form

USF STUDENT AFFAIRS
UNIVERSITY OF SOUTH FLORIDA

** CHARTFIELD STRING INFORMATION (Required in Order to Process)

GEMS Combo Code	Operating Unit	Fund	Department ID	Product	Initiative

Status: Check all that apply: ☐ New Appt. ☐ Reappointment ☐ Concurrent ☐ Change in Appt.

Today's Date: _____ Employee's E-mail: _____

Employee's Name: _____ Std Empl ID#: _____

Dept. Name: _____ Student's Job Title: _____

Supervisor's Name: _____ Supv. Employee ID: _____ Supv. Work Phone #: _____

Type of Employment: _____ Position # _____

Has employee worked on campus in the past 12 months? _____

Is employee working on campus now? _____

Is this hire from a position posted in Careers@USF? _____ Job ID # _____

***NEW HIRE:**
Employees may not begin working until officially hired by USF
(i.e. signed their Offer Letter and gone to RightStart!)

Start Date: _____ End Date: _____

Hours: _____ Salary: _____

OR

Reappointment for Record # _____

Start Date: _____ End Date: _____

Hours: _____ Salary: _____

Changes in Pay or Hours on Record #

	Current Rate	New Rate	Effective Date
Salary Change:			

	# Current Hours	# New Hours	Effective Date
Hours Change:			

TERMINATIONS

Employee Termination Date: _____

SASSC - HR Contact Information
Cindy Blount cblount@usf.edu 974-5248
or
Sandy Lopez slopez8@usf.edu 974-5916

Please scan or e-mail completed form to
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