



**FACULTY & STAFF
NEW HIRE/REHIRE
Personnel Action Form**

Prepared by:

Phone:

Date:

Effective Date:	Person of Interest (POI): <input type="checkbox"/> Volunteer/Other <input type="checkbox"/> Trustees <input type="checkbox"/> Consultant <input type="checkbox"/> Post Doctoral (Unpaid) <input type="checkbox"/> Board of Advisors <input type="checkbox"/> Donor <input type="checkbox"/> Faculty/Postdoc/Resident/Research Associate/Staff		<input type="checkbox"/> Rehire
Name: (Last, First, MI)	Personal Email REQUIRED		
Permanent Address - with City, State & Zip, if applicable: (NonRes Alien – Foreign Address)		Country:	
Local Address - with City, State & Zip:		Phone:	

JOB INFORMATION		Position Number:	
HIRE Action/Reason:	Hire Effective Date:	Location:	<input type="checkbox"/> Boston <input type="checkbox"/> Grafton <input type="checkbox"/> Medford <input type="checkbox"/> Out of State Indicate State: <input type="checkbox"/> Foreign Country Indicate Country:
	Limited Appointment End Date: or Hire with No End Date <input type="checkbox"/>		
Div/School:		Supervisor:	
Department:		Dept #:	
Job Title:		TimeKeep #:	
Tufts Building:			

*FACULTY ONLY:			
Tenure Track: <i>Check only one</i>		<input type="checkbox"/> Tenured <input type="checkbox"/> On-Track <input type="checkbox"/> Non-Track	
Tenure Credit:	years	Continuous Term:	years Fixed Term: years

Faculty & Exempt Staff: Paid Semi-Monthly			Non-Exempt Staff: Paid Weekly	
FTE: <i>eg. 1.0 = full-time</i>			Hours per Week:	
Semi-Monthly Rate:			Hourly Rate:	
Semi-Monthly pay periods: <i>eg. 12 Months = 24 pay periods</i>			Weeks per Year:	
ACCOUNT INFORMATION:			REMARKS:	
DeptID	Proj/Grant	Percent		
		%		
		%		
		%		
		%		
Total:		%		

Department Approval

Date

Faculty Affairs Approval

Date