College of Staten Island
The City University of New York

Office of Human Resources
2800 Victory Blvd • Building 1A, Room 201
Staten Island, NY 10314

Telephone 718.982.2379
Fax 718.982.2377

PART-TIME PERSONNEL ACTION FORM

COLLEGE ASSISTANT, TUTOR, MENTOR, NURSE, SIGN LANGUAGE INTERPRETER, DISABILITY ACCOMMODATIONS SPECIALIST, IT TECHNICAL TITLES, CUSTODIAL ASSISTANT, CAMPUS SECURITY ASSISTANT

Name: _____ SS#: _____
(last 4 digits)

Home Address: _____
(Address, City, State and Zip)

Contact #: _____ Email Address: _____

☐ **Appointment** ☐ **Re-Appointment** ☐ **Revision** ☐ **Separation**

CURRENT	PROPOSED
Title: _____	**Title:** _____
Department/Program: _____	**Department/Program:** _____
Funding Source: _____	**Funding Source:** _____
Cost Center: _____	**Cost Center:** _____
Supervisor: _____ **ext.** _____	**Supervisor:** _____ **ext.** _____
Rate/HR $ _____ ****Note**	**Rate/HR $** _____ ****Note**
Appointment Start Date: _____ **Appointment End Date:** _____	**Appointment Start Date:** _____ **Appointment End Date:** _____
Total # hrs appointed: _____	**Total # hrs appointed:** _____

Complete this section if no longer employed

☐ **Non-Reappointment** ☐ **Resignation*** ☐ **Termination*** ☐ **Retired**

***Last Date Worked:** _____

***Reason:** _____

APPROVALS:

_____
Supervisor Signature *Date*

_____
Department Chair/Director Signature *Date*

_____
Dean/AVP/VP Signature *Date*

_____
Provost/Sr. Vice President Signature *Date*

_____
HR Director Signature *Date*

ACCEPTED:

_____
Employee Signature *Date*

**Note:
Appointments are subject to financial ability and department scheduling needs. The other terms and conditions of employment are those in the collective bargaining agreement existing in the University and the rules, regulations and policies promulgated by the College and University. Termination will be automatic at the end of the appointment period or when allotted work hours are exhausted. Under no circumstances may a part-time classified employee work beyond their allotted work hours. For College Assistant appointments, maximum work hours may not exceed 1,040 hours. If College Assistant pay rate exceeds $13/hr, a justification letter must be submitted to Human Resources with this form. Tutor appointments must be accompanied by a copy of college degree or transcript.

For HR use

Student Status: FT ☐ PT ☐ _____ Semester CSI Student Yes ☐ No ☐
Fingerprint Fee ☐ date: _____ Filing Fee ☐ date: _____ EMPL ID: _____

For Budget use

FIS Dept #_____ FIS Position #_____ Payserv #_____