Personnel Event Form

Human Resource Services

MIDDLE TENNESSEE STATE UNIVERSITY®

Banner ID M	LAST NAME	FIRST NAME	MIDDLE	PREFIX	SUFFIX

Department contact name	Department contact no.	Department box no.

Department contact e-mail	Department Name	Division

JOB AND PAY INFORMATION

Action:

NBAJOBS

PAYROLL DATES Begin	End	Position	Suffix	FTE	Hourly Rate (if applicable)	Monthly Salary	Annual Salary

LABOR DISTRIBUTION: (Informational only—Contact Budget Office for changes)

Index #	Amt/Pct	Index #	Amt/Pct	Index #	Amt/Pct

PEAEMPL

EMPLOYEE INFORMATION

Last Day Worked:	Termination Date (last date paid):	Termination Reason:

PPAGENL

Tenure Information: PEAFACT	Rank:	Tenure Date:	Tenure Status:	CIP CODE: AA USE ONLY
	EEO Rank:	Rank Date:	Rank at Hire:	

DEGREE INFORMATION: Enter for each degree earned (if required)

SBGI Code:	SBGI Code:	SBGI Code:
Institution Name:	Institution Name:	Institution Name:
Degree:	Degree:	Degree:
Major:	Major:	Major:
Minor:	Minor:	Minor:

EXPERIENCE INFORMATION VPAA:	Other Higher ED:	Related Exp:	MTSU Exp:
IPEDS:			

Remarks

AUTHORIZATION

Department Head _____ Date	President _____ Date
PI _____ Date	Graduate Dean _____ Date
Dean _____ Date	Institutional Equity and Compliance _____ Date
Vice President _____ Date	Human Resource Services _____ Date