

**UNIVERSITY OF WISCONSIN-STOUT PERSONNEL ACTION ASSIGNMENT CHANGE**  
 (to be initiated by home department of person being changed to a new account)

**Name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_  Classified Staff  Unclassified Staff

**Salary Rate:** \_\_\_\_\_  Academic Year  Calendar Year  Hourly

**Effective Date of Change:** \_\_\_\_\_ (date must be the beginning of a pay period)

TO BE COMPLETED BY THE DEPARTMENT			TO BE COMPLETED BY HUMAN RESOURCES					
Account Number	Current PIT/ Position FTE	New PIT Position FTE	FTE Used	Dollars Used	FTE Freed	Dollars Freed	Payroll Percent	Datatel Position Number

**APPROVALS - SIGNATURES**

Project Director: \_\_\_\_\_ Date: \_\_\_\_\_

Account Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

This Personnel Action will be effective with Payroll Voucher #: \_\_\_\_\_ Effective: \_\_\_\_\_

## GUIDELINES FOR USE OF PERSONNEL ACTION FORM

1. We can only change payroll percent and account codes at the beginning of the next month for annual employees or at the beginning of the next payroll period as indicated by the academic pay calendar or classified pay schedule. If you want to change someone's account code(s) or payroll percents mid-pay period, you will have to process payroll transfers for that portion of the pay period until the change can be affected. Remember, payroll transfers can only transfer dollars, not FTE.
2. Personnel action forms cannot be retroactive because of the payroll encumbrance system.
3. You need only to complete the portion "To Be Completed by the Department" section. The Current column is how the individual is charged now; the New column is where you want the individual to start to be charged.
4. If you are making a change for a portion of the year, be sure to process another PA form for the remainder of the year if the payroll splits will change. You may send multiple PA forms to us at the same time.
5. Please process PA forms for graduate assistants if you will be changing account codes or payroll percents.
6. In some cases, changes of responsibility will result in a change in account code(s) or payroll percents. Remember to send a PA form with the change of responsibility form.
7. Do not use this form to change the account code for Limited Term Employees or Student Employees. An email or memo will do.